

## Oxford Hospitals Education Centre (OxHEC) – Guide to Booking Rooms

Please use the guide below to see the notice required **before** requesting your booking. We can be flexible, but please use this as a starting point.

| <b>Group</b>   | <b>Room 1 (Clinical)</b><br>Capacity 16 | <b>Room 2 (Clinical)</b><br>Capacity 16 | <b>Room 3</b><br>Capacity 30 | <b>Room 4</b><br>Capacity 30 | <b>Room 5</b><br>Capacity 40 |
|--|---|---|------------------------------|------------------------------|------------------------------|
| <b>Group A</b><br>Any educational activities in line with OxHEC KPIs, that generate positive revenues  | 24 months                               | 24 months                               | 24 months                    | 24 months                    | 24 months                    |
| <b>Group B</b><br>Educational activities that currently incur avoidable external facilities charges  | 12 months                               | 12 months                               | 12 months                    | 12 months                    | 12 months                    |
| <b>Group C</b><br>Other educational activities   | 12 months                               | 12 months                               | 12 months                    | 12 months                    | 12 months                    |
| <b>Group D</b><br>Non-educational activities such as corporate or team events. For example, both the Charity and Trust may wish to use the facility for occasional evening events. (Centre Management discretion for all bookings) | N/A                                     | N/A                                     | 1-2 weeks                    | 1-2 weeks                    | 1-2 weeks                    |