



# AURORA

CAMBRIDGE

A collaboration space and  
event venue at



**British  
Antarctic Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

# INTRODUCTION

## WELCOME

Welcome to Aurora Cambridge, the Innovation Centre at the British Antarctic Survey (BAS) – a venue with excellent conference and meeting facilities, easy transport access especially for Cambridge, on-site café, open-plan office space for collaborators and access to BAS expertise. Our venue can be booked by organisations that share our passion for the environment.

## ABOUT AURORA CAMBRIDGE

Aurora Cambridge supports an environment at British Antarctic Survey where fresh ideas, out-of-the-box thinking and new connections can lead to cross-discipline breakthroughs, new partnerships and improved funding opportunities. Supported by stakeholders across the Natural Environment Research Council (UKRI-NERC), Aurora Cambridge aims to generate unique academic, business and policy partnerships that focus on excellent research and entrepreneurial activity in the areas of climate change, environmental stewardship and technologies for challenging environments, with both regional and global relevance.

## WHY AT BAS?

Innovation is at the heart of the British Antarctic Survey. Scientific exploration of the polar regions is made possible through the inventive approach we take to our work. We aim to make this creativity available for wider benefit: locally, nationally and on a global stage, the latter particularly with regard to the Net Zero Carbon Challenge and to the Sustainable Development Goals. The Innovation Team at Aurora facilitates this process. We are excited to create space for collaboration through our event spaces here at the Aurora!

Dr Beatrix Schlarb-Ridley, Director of Innovation and Impact



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## MEET THE TEAM



**Schlarb-Ridley, Beatrix**  
Director of Innovations and  
Impact



**Muschitiello, Pilvi**  
Impact Facilitator



**Kajiya, Emma**  
Innovation Team  
Administrator

### Contact details:

Beatrix Schlarb-Ridley: [beatrix@bas.ac.uk](mailto:beatrix@bas.ac.uk)

Pilvi Muschitiello: [pilchi@bas.ac.uk](mailto:pilchi@bas.ac.uk)

Emma Kajiya: [emkaji@bas.ac.uk](mailto:emkaji@bas.ac.uk)

## AURORA FACILITIES AND VENUE HIRE

The Aurora Innovation Centre is a hub for collaboration and event activities housed at the British Antarctic Survey main offices in Cambridge. The facilities are managed by a small team within the organisation, you can find out more about our service provision below.

### Inclusivity statement – this is how we do it



The Aurora is a space for all, no matter your identity. Discrimination on grounds of age, sex, race, religious beliefs, gender identity sexual orientation or other personal characteristics has no place at British Antarctic Survey. Remember this when interacting with others. It is our responsibility to make sure the Aurora is a safe place for everyone – Pilvi Muschitiello is your first point of contact if you are worried about anything.

### Venue information:

The Aurora Cambridge Innovation Centre aims to bring together a community of people from different backgrounds who share our passion for the environment and technologies for challenging contexts. In order to stimulate networking and out-of-the-box thinking, Aurora offers a number of spaces that are available for hire:

- Conference Theatre with flexible layout styles
- Two Seminar Rooms
- Four Meeting Rooms
- Catering facilities and access to the BAS canteen

Venue:	Capacity:	Day hire: 08:30-17:30	Half-day hire: 08:30-12:30 13:30-17:30	Hire: per hour
Conference Theatre	120	£980	£550	n/a
Seminar Room	16/35	£570	£345	£105
Meeting Room	8	£260	£180	£46
Our site occupancy policy outlines that Aurora facilities are not available for evening and weekend events. If you have questions about our rates, please get in touch with us via email. All listed prices are standard charges and include VAT where applicable.				

### Room setup

The room setup will be done by the BAS Estates team in accordance with what has been agreed. Our basic set-ups vary from board-room style seating to theatre seating. Other set-ups can be discussed.

[Here is a link to our venue drawing.](#)

### Venue photos

We have a few [photos of the venue](#) available with different room layouts. Please get in touch with us for advice on best use of the spaces.

We also have a [Matterport "walkabout"](#) of the venue, however the venue has changed slightly so it can be used to get a sense of the space but for any specifics it's best to arrange a visit or talk to our team.

## SERVICE LEVEL

### IT and AV provision

The newly refurbished Conference theatre has an in-built sound system with projectors, a large screen, a wall-mounted camera that can be used to stream your event and access to microphones.

The seminar rooms are set-up for hybrid events: Zoom/video conferencing equipment is available.

We can help with the initial set-up and familiarisation of the tech, however it is up to the organisers to manage the tech throughout their events.

IT support is available if there are any problems.

### Catering

In line with our ethos of environmental stewardship and sustainability, we have committed to serving low-carbon, vegetarian and vegan options, keeping in mind that

meat-free options aren't always the most sustainable. We will strive to serve seasonal foods wherever possible. We provide the carbon footprint of all our food choices.  
*Note: We are unable to sell alcohol on the premises, but you are welcome to bring alcohol on-site. Please get in touch if you require wine glasses.*

### Updated menu

If you require catering from us, please use [this template](#) for orders and send to our Head Chef at [chef@bas.ac.uk](mailto:chef@bas.ac.uk) (cc [emkaji@bas.ac.uk](mailto:emkaji@bas.ac.uk)), no less than 2 working days before for coffee & tea breaks, and 5 – 8 working days' notice for lunch orders. We are happy to discuss catering options outside of what we offer. We'd like to highlight the [Cambridge Sustainable Food directory](#) for sustainable providers.

### **Registration and name badges**

We can help set-up a desk for you for registration, however we would ask that your staff organise name tags for participants and staff your registration desk. A list of participants must be emailed to Reception [basrec@bas.ac.uk](mailto:basrec@bas.ac.uk) 48 hours prior to your event. For fire safety, please let Reception know of any non-attendees on the day.

### **Information for setting up your event**

Event facilitation is not included but could be provided against a charge.

### **Filming and Photography**

Any filming and photography on site must be agreed upon ahead of the event, and a formal [filming and photography agreement](#) must be submitted for approval. Please contact us in advance of your event if this is required.

### **Tours & BAS Speakers**

We can provide, at an additional cost (please see pricing below), tours of BAS and BAS speakers however this is subject to staff and scientist availability.

Our interactive tours consist of short visits to our engagement stations where visitors can learn more about the important research taking place at BAS. Optional tour stops include Ice Cores, the BAS AI Lab, Archives, Space Weather amongst many other research areas.

If interested, please contact [emkaji@bas.ac.uk](mailto:emkaji@bas.ac.uk) for more details.

BAS Tour/Presentation		Per item	£575.00
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### **Available equipment**

- Two coat racks
- Extra chairs
- Five flipcharts & pens & post-it notes
- Five microphones (lectern mic, two handheld mics and two lapel mics: three of which can be used at the same time, one always being the lectern mic)
- Extension leads
- Seventeen two-sided A0 vertical poster boards (850mm [width] x1770mm [height]): please use velcro when putting up posters (velcro not provided)

- A BAS laptop is available to borrow from IT for presentations
- One ethernet port & cable: IT can provide with a second ethernet connection if needed
- Wine glasses can be borrowed from the Icebreaker

## HEALTH & SAFETY AND ACCESSIBILITY

### Risk Assessment

- The client is responsible for the health and safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation and the outlined risk assessment.
- Information regarding emergency procedures, house-keeping and first aid arrangements is available in our housekeeping notes and from the front of house staff.
- The capacities of each room hired is given on hire and may not be exceeded for safety reasons.
- The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.
- Delegate lists are required to be sent to the Aurora team and BAS Reception at least two working days in advance of the event.

### First aid & Fire safety



If you or others need first aid, please contact reception, dial '0' from any internal phone, or call 01223 221400 from a mobile phone. Event organisers are asked to have due regard to the Health and Safety of others and to follow any Health and Safety policy or regulations in place in the Aurora Innovation Centre, as well as any reasonable directions of Aurora staff.



A list of attendants should be provided to reception once the event has started to follow procedures in case of a fire. Our housekeeping information includes fire safety, and should be covered at the beginning of meetings/events. Our fire alarms are tested each Wednesday at 12:00 and 12:05.

### Accessibility information



We recommend organisers to familiarise themselves with government advice on making events and presentations accessible. The Aurora Centre has step-free access and accessible and gender-neutral toilets. The Conference Theatre and seminar rooms are equipped with infrared assisted hearing. We are always striving to make our venue more welcoming to all. If you have any feedback or would like to request additional information, please get in touch with Emma Kajiyama.

## Emergency evacuation for persons with disabilities

For all events, information relating to attendance by delegates with disabilities should be obtained from delegates whenever possible in advance of the meeting or event.

On arrival the organizer must discuss with BAS staff the arrangements that they have put in place to assist their delegate/s to evacuate the premises, which should consist of the following elements:

- Results of a discussion with the client and delegate/s to agree their Personal Emergency Evacuation Plan (PEEP) in advance of the meeting.
- Event organiser should allocate a 'buddy' to assist with their evacuation if required.
- BAS will communicate PEEP to relevant staff and reception.
- In the event of the organiser being unaware of a delegate's disability until their arrival, a discussion needs to take place as soon as possible to agree their PEEP.

## Accident reporting



We hope your days with us in the Aurora are incident free. Please consider others to avoid creating an unnecessary hazard. In particular, be aware of everyday hazards like hot drinks and trailing cables.

If you have an accident whilst at Aurora, it will need to be recorded in the Incident Book located at Reception. Please also notify the Aurora team [via email](#).

## SITE INFORMATION

### Wi-Fi access & printing



All visitors to the Aurora Innovation Centre can use our Guest Wi-Fi. WLAN access needs must be discussed separately. Guest Wi-Fi details will be shared separately via email closer to the event date. Printing is available in modest quantities if necessary, please talk to your on-site contact for help.

### Travel access – bus, train, cars and bicycles



The Aurora Innovation Centre is located at the British Antarctic Survey HQs in Cambridge. We are located a few minutes' walk from the [Madingley Road Park & Ride](#) with unlimited free parking as well as four Electric vehicle bays for delegates. Event organisers can make use of the limited parking available at BAS by prior agreement. BAS is working towards having electric bike charging. While electric scooters are not widely legal, we cannot support charging for those devices on site.

[For travel information to event participants, please guide them to the BAS website for most up-to-date information.](#)



### **Deliveries and collection**

We can accept deliveries for event-related equipment and materials up to one week prior to your event. Any deliveries should be addressed to the attention of “Aurora Innovation Centre team” and marked with the event title and organiser’s name. All collections, including label printing and packing must be sorted by the organiser.

Our delivery and collection address is: British Antarctic Survey, High Cross, Madingley Road, Cambridge, CB3 0ET, United Kingdom

### **Open Environment and data protection**

Many different people and organisations share the open office area. Papers left out may be seen by others and confidential conversations should be had behind closed doors.

## **VENUE HIRE AGREEMENT**

The following section covers the legal framework for this venue hire agreement (“Hire Agreement”). Please read through the terms and Conditions (the “Hire Terms”) carefully before signing on page 11.

The Aurora Innovation Centre is owned by Natural Environmental Research Council (NERC) which is a non-departmental public body, part of UK Research and Innovation (UKRI) and is managed by the British Antarctic Survey (“BAS”). BAS permits the event organiser to use the Aurora designated area within the Innovation Centre during the hire period in accordance with the quotation provided by the Aurora team. The event organiser will be referred to as “the Client” throughout the Hire Terms.

### **Hire Terms**

#### **Aurora Cambridge venue hire**

The venue hire granted by this Hire Agreement is specific to the Client as named in this Hire Agreement and cannot be assigned, shared, transferred or otherwise disposed of or dealt with in any way whatsoever.

### **Client’s Rights**

BAS permits the Client to use Aurora facilities as specified in the quotation. Access to the site is permitted outside quoted hours by special arrangement.

### **No Relationship**

The Client shall occupy the Aurora site as a customer and no relationship of landlord and tenant is created between Aurora, BAS, UKRI-NERC and the Client by this Hire Agreement.

Clients using the Aurora Innovation Centre as their event venue cannot claim any association to the BAS, or refer to them as the organiser or commissioner of their event or imply there is a collaborative relationship or endorsement unless that is specifically agreed in writing.

## **Liability**

All Clients and guests or delegates are responsible for their own belongings, including vehicles, and their actions. Should any action or inaction cause damage or cost to Aurora staff, property, other users, other clients or the building, then that cost will be levied to that Client or Clients. Any damage must be reported to BAS as soon as possible.

At the end of the hire period all Client belongings must be removed by the Client. Aurora, BAS, and NERC cannot be held accountable for belongings left past the hire period. The Client permits BAS to remove or dispose as BAS sees fit, any possessions left at the venue at the end of the hire period at a cost to the Client and the Client will indemnify BAS for any costs incurred.

Save for death or personal injury caused by our negligence, the maximum liability of NERC for any breach of the Hire Terms or any claim for negligence, breach of statutory duty or otherwise shall be £1,000.

The liability of NERC for any breach of the Hire Terms, or arising in any other way out of the subject-matter of the Hire Terms, will not extend to any incidental or consequential damages or losses or any loss of profits, loss of data, loss of contracts or opportunity.

Any descriptive matter issued by BAS and any descriptions or illustrations contained in BAS literature or published is for the sole purpose of giving an approximate idea of the facilities described in them and shall not form part of the Hire Agreement or have any contractual force.

## **Insurance**

NERC maintains public liability insurance for the Aurora Innovation Centre area. This policy does not cover claims against a Client for loss, injury or damage caused by the Client. Clients are advised to take out their own insurance to cover any such claims in accordance with normal business practice. BAS does not accept any responsibility for the loss or damage to any of the Client's (or delegates') property, including vehicles.

## **Invoicing and Payment**

Hire costs are invoiced automatically once the event takes place as outlined in the final quotation. Please note invoices must be paid within 30 days of date of issue.

## **Cancellation Policy**

Provisional bookings will be entered in the diary and held for 30 days. If the booking is then not confirmed, with the required details of the event, the booking may be automatically cancelled.

During the provisional booking period, if we have further interest in the room we are holding for you, we will contact you to release or confirm your booking.

The Aurora Innovation Centre, and BAS, reserve the right to cancel your booking if the content of your meeting changes from that which was originally agreed upon and/or if the topics are deemed by BAS to be in direct conflict with its ethos. In addition, the booking may be cancelled should BAS become aware of any significant risk to the Client's financial position.

All bookings are accepted on the basis that they are only provisional until confirmed in writing. Once a signed copy of this Hire Agreement has been returned the cancellation policy will apply. For bookings for dates within three months, a signed copy of the Hire Agreement is required within seven working days. For bookings for dates within seven days, a signed copy of the Hire Agreement is required within 24 hours.

In the event that a confirmed booking is cancelled by the Client, or the duration of the booking reduced, the following charges will be applied:

- 2-1 months: 25% of room hire
- 4-2 weeks: 50% of room hire
- 2-1 weeks: 85% of room hire and catering
- 1 week or less: 100% of room hire and catering

Notification of cancellations should be made in writing (email deemed to be as in writing) and will be effective on the date received by the Aurora team.

BAS shall be entitled at any time, on giving not less than six weeks written notice, to request that the Client transfer to alternative space in BAS or terminate the Hire Agreement. This shall only be enacted in unforeseen circumstances. In such an instance, BAS will not be liable for any loss suffered by the Client or any associated third party.

BAS cannot be held liable for any cancellation or losses resulting from circumstances beyond its reasonable control ("force majeure") necessitating the closure of the venue. In the event of any force majeure cancellation as referred to above BAS shall use reasonable endeavors to give you notice of such cancellation. If the hiring is cancelled as a result of force majeure we shall refund any reasonable fees paid in advance by you but shall otherwise have no liability to you.

## **Termination**

Failure to comply with the terms of this Hire Agreement and site rules as detailed in the site information section (which can be amended from time to time at Aurora's discretion) and/or gross misconduct can result in immediate termination of this agreement, and suspension of services. In no event shall fees be returned to the Client for the remaining period of time that the Client is unable to use the facilities due to termination under this condition.

## Complaints Procedure

We want you to be happy with the service you receive from Aurora, should you have any complaints that you wish to be addressed, then in the first instance, please email Pilvi Muschitiello at [pilchi@bas.ac.uk](mailto:pilchi@bas.ac.uk). If after receiving a response, you do not feel that your complaint has been addressed properly then you should write to:

Dr Beatrix Schlarb-Ridley Director of Innovation & Impact, [beatrix@bas.ac.uk](mailto:beatrix@bas.ac.uk)  
AURORA Cambridge at BAS High Cross, Madingley Road, Cambridge, CB3 0ET

## Governing law and jurisdiction

This Hire Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Hire Agreement or its subject matter or formation (including non-contractual disputes or claims).

## Bank Details

BAS will send an invoice statement by both email and traditional post. BAS can only accept payment by BACS. The Client's reference number will be quoted invoices.

### Aurora Bank Details for BACS payments:

ADDRESS: THE ROYAL BANK OF SCOTLAND, GOVERNMENT BANKING CST, 2ND FLOOR, 280 BISHOPSGATE, LONDON, EC2M 4RB

BANK: National Westminster Bank

GOVERNMENT BNKG SERV BRANCH

ACCOUNT NAME: NERC GBP NO 2

ACCOUNT NUMBER: 10012028

SORT CODE: 60-70-80

IBAN: GB53NWBK60708010012028

BIC: NWBKGB2L VAT GB 618 367 325

Completion of this Hire Agreement constitutes acknowledgment of and, agreement with the acceptance of these Hire Terms.

## Client details:

Main project contact name:	Finance contact name:
Company (trading) name:	Telephone/mobile number: (for your accounts payable department/finance department)
VAT registration number:	Country of origin:

Address (billing), including town, county, post code & country:	Email address: (for your accounts payable department/finance department)

**Signed:**

**Date:**