



[GSTT SaIL Room Booking Procedure](#)

1. Please make your enquiry by emailing simulation@gstt.nhs.uk
(If you have not used our facilities before we request that you arrange a **site visit** for a guided tour & meeting prior to arranging your event.)
2. Once we have received your initial enquiry we will send you a link to the following documents on our website:
 - a. **Room Booking Form** for completion
 - b. **Service Level Agreement: Facilities**
 - c. **Room Hire Pricing Policy**
 - d. **Room Capacities**
3. Upon receipt of your completed **Room Booking Form**, you will be issued with a **formal quote** within 5 working days. This will be accompanied by an indication of possible available dates for your event/s. This does not constitute a booking.
4. Once you have sent **written acceptance** of the formal quote and cancellation policy, we will, subject to availability, book the appropriate dates/rooms.
5. Your booking request only comes a confirmed booking when you have received a **confirmation email** from us. Please do not advertise your event until you have received this email.
6. Please notify us as soon as possible if there are any changes to your request as laid out in the **Room Booking Form**. Please keep us informed of any planned deliveries or if you are expecting any sponsorship/high profile speakers/media attention.