

# TERMS AND CONDITIONS FOR HIRE OF THE MEETING ROOM

Bookings of the Meeting Room at The Rural Community Support Society (later referred to RCSS) and known as Herstmonceux Information Centre are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

## Bookings and Cancellations

1. All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by a booking form at the end of this period, the date will be released.
3. Upon receipt of the booking form, the details will be passed to our Treasurer who will invoice the Hirer directly payment to be made in advance.
4. It is not normally our policy to accommodate parties.

## Charges

5. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery. The Hirer shall pay to RCSS, on demand, the amount required to make good or remedy any such damage.
6. The booking fee will be payable on confirmation of the booking.
7. Cancellation charges prior to the event booking will be applied as detailed below: Up to 28 days No charge 28 to 14 days 50% of the total cost will be charged 14 days or less 100% of the total cost will be charged Notice of cancellation must be made in writing and will become effective on the date received by The RCSS.
8. The RCSS reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the RCSS. The RCSS will refund any monies paid in advance. The Trust does not accept any liability for losses incurred due to the cancellation of an event.

## Catering

9. For weekday Business meetings tea, coffee and biscuits can be provided at extra cost. An additional charge will then be made for the use of the kitchen. The Charity accept no liability for food and refreshments provided by the Hirer of the Meeting Room.
10. Equipment may be brought into the building subject to discussion and agreement with our Manager. Any electrical equipment must have a valid Portable Appliance Test Certificate.
20. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.

## Health and Safety

21. Fire exits and extinguishers are to be kept clear and visible at all times.
22. In accordance with legislation, no smoking is permitted anywhere within the premises or outside.

23. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event.

The

name of the responsible person must be advised on booking if this is different from the Hirer.

24. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation. 25. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (see below), including the location of the fire exits. 26. The Hirer is responsible for the conduct and behaviour of all people attending the event. The Charity reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.

The Hirer must maintain an insurance policy against any loss, liability, claim or proceeding incurred by or which may be brought against The RSCC or themselves in respect of any injury or damage whatsoever to any person or property, arising out of the use and occupation of the property for the sum of £5,000,000 (five million pounds) for Public and Product Liability and for the sum of £10,000,000 (ten million pounds) for Employer's Liability (where applicable) per any one claim, the number of claims being unlimited.

#### Opening and closing the Meeting Room

27. The Function Room will be opened and closed by a volunteer. Please ensure that those attending are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period. Contact numbers are as follows:.....

#### Security

28. The Rural Support Society accepts no responsibility for the property of persons attending or organising an event. The Trust accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises is done so entirely at the owner's risk.

#### End of Hire

29. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the RCSS will be at liberty to make an additional charge. Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this will result in forfeiture of the deposit.

#### Disclaimer

30. Every effort has been made to ensure the accuracy of all information provided. The RSCC does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

.....

I agree to the terms and conditions of hiring The Rural Community Support Society Meeting Room on condition as stated above:

Signature of hirer: .....

Name of hirer: .....

Date:  
.....

### FIRE PROCEDURE INSTRUCTIONS FOR THE MEETING ROOM AT HERSTMONCEUX INFORMATION CENTRE

#### A. Be sure that you know:

1. The location of fire extinguishers.
2. The fire evacuation route.
3. The assembly point for the building – which is the at the front of the building.

#### B. Housekeeping

1. Ensure all people using the meeting room are aware of the No Smoking regulations, exit routes and location of the fire assembly point.
2. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into the room must have a valid Portable Appliance Test Certificate.
3. Never allow a build-up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins.
4. Never obstruct, or allow to be obstructed, fire evacuation routes in the meeting room area.
5. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.
6. Ensure that, in your absence, there is someone responsible for these procedures.

#### C. If you find/suspect a fire

1. RAISE THE ALARM IMMEDIATELY or ensure that someone else does dial 999.
2. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.
3. When evacuation of the building starts, QUICKLY check the toilet areas to ensure that everyone has left. Ensure that all fire doors are closed.

4. Having checked the area go to the Assembly Point and await the arrival of the Fire Brigade. 5. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building Do not re-enter the building until told to do so by the Fire Brigade.

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.