



## **TERMS AND CONDITIONS OF HIRE**

### **USE OF THE MEETING ROOMS**

The use of the meeting rooms are subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

#### **1. Application to use the meeting rooms**

- a. Application for meeting room use shall be made to Action Hampshire's Administration Team
- b. The right to refuse any application for the use of the facilities is reserved to Action Hampshire's management.
- c. Action Hampshire's management reserves the right to cancel bookings when the premises are considered unfit for the intended use.
- d. All requirements of use shall be declared to Action Hampshire's Administration Team prior to the event, when completing the booking form. Any details not covered by the booking form should be included in a covering letter and returned with the booking form. Action Hampshire reserves the right to levy additional charges for any services or facilities provided at an event which have not been specified on the booking form or at that time.

#### **2. Booking Conditions**

- a. The Hirer shall submit a booking form to Action Hampshire's Administration Team.
- b. The room hire charge, along with any refreshments and extras will be invoiced after the event.
- c. Cancellation of booking by the hirer shall be made in writing, no later than 14 days prior to the event. If cancellation is made within 14 days of the booking, 25% of the room hire charge will be invoiced as a contribution towards administration costs and loss of business. Any cancellation made less than 7 days before the booking will be charged at the full rate of the original booking.
- d. Cancellation of booking by Action Hampshire will occur only in exceptional circumstances beyond the control of Action Hampshire. In such cases, the Hirer will receive a full refund of any pre-paid charges but no liability for further compensation is accepted.

- e. The Hirer will be held responsible for any damage caused during the period of hire. Costs for repairs or replacements must be paid upon receipt by the Hirer of an invoice from Action Hampshire.
- f. Normal booking periods are 9.30am-4.30pm Monday to Thursday and 9.30am-4pm on Fridays. When booking, setting up and breaking down times should be included in the booking period. Setting up can start from 9.00am Monday to Friday and breaking down can finish at 5pm Monday to Thursdays and 4.30pm on Fridays.
- g. Bookings outside of these hours may be possible, at the discretion of Action Hampshire. Please contact the Administration Team if you would like to request this.
- h. A 10% discount on charges is available for schedule A members. Please contact the Administration Team to apply for membership or to check your membership status.

### **3. Insurance and Licensing**

- a. Action Hampshire's Public Liability Insurance provides cover for injuries arising from a defect of the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the Hirer. Hirers are to provide adequate supervision and are to arrange suitable insurance cover to cover personal accidents, third-party claims, and loss/damage to the Hirer's possessions, or any loss/damage to the premises and its furniture, equipment and fittings resulting from the hire.
- b. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, do anything or bring on to the premises which may endanger the premises, their users, or any insurance policies relating thereto.
- c. The Hirer shall be responsible for ascertaining, obtaining and complying with any licences and special fire precautions necessary in connection with the booking.
- d. The Hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
- e. It is possible for a Hirer to take out a Public Liability Policy with most insurance companies for the period of hire. The limit of indemnity for this type of policy should not be less than £2,000,000 (two million pounds).
- f. Hirers should ensure that their Public Liability Policy includes damage to premises under their control.
- g. The Hirer is advised to consider insurance cover losses that may occur if the hiring is cancelled under the terms of paragraph 2d.
- h. A copy of the Hirer's insurance policy should be available on request.

#### **4. Safety Requirements**

Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and to its contents. In particular:-

- a. Obstructions must not be placed in gangways, corridors, stairways or exits which must be immediately available for free public egress.
- b. The emergency lights must not be covered as they will illuminate when power has been cut to show exit signs and routes.
- c. Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- d. Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (eg polystyrene, cotton, etc shall be undertaken or erected without the consent of Action Hampshire).
- e. The Hirer must not attach or adhere anything to the walls or woodwork. This includes Blu-tak, drawing pins or any other type of fixture. The Hirer will be responsible for the cost of rectifying any damage to internal decorations.
- f. The use of naked flame, smoke machines, lasers and pyrotechnics is prohibited.
- g. The First Aid boxes shall be readily available to all users of the premises. Action Hampshire shall be informed of any accident or injury occurring on the premises. An accident book is provided – this must be completed for every accident, however small.
- h. All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. Action Hampshire disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.
- i. The Hirer is responsible for informing Action Hampshire of any users with access requirements and ensuring that a Personal Emergency Evacuation Plan (PEEP) is completed, in conjunction with the user and Action Hampshire, before the date of the booking.

#### **5. Smoking Policy**

There is a strict “NO SMOKING” policy throughout the offices of Action Hampshire. The Hirer is responsible for ensuring that this policy is adhered to by all visitors to Action Hampshire.

#### **6. Intoxicating Liquor**

Action Hampshire does not have a licence for the sale of alcohol. If the Hirer intends to buy or sell alcohol whilst using the premises, they are responsible for obtaining the appropriate licence and informing Action Hampshire when the licence has been obtained.

## **7. Loss of Property**

Action Hampshire cannot accept responsibility for damage to or the loss or theft of, Hirers' property and effects.

## **8. Care of Property**

- a. No nails, spikes, screws or tacks shall be driven into any part of the property. No adhesive substances must be attached to any painted surface or carpet.
- b. Furniture and other movable items are not to be moved by the Hirer without prior permission from Action Hampshire staff.
- c. No structure of any kind may be erected in any part of the hired premises except with the consent of and under the supervision of Action Hampshire staff.

## **9. Other Conditions of Use**

- a. All notices and placards advertising the event must bear the name and contact point of the Hirer and if applicable, the organisation which the Hirer represents.
- b. It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be out of bounds.
- c. Due consideration must be given at all times to neighbours of Action Hampshire.

**Action Hampshire reserves the right to amend these Terms and Conditions at any time, and without prior notice, by posting the amended terms on the website.**