

New Directions (Rugby) Ltd

Terms and Conditions of Meeting Room Hire

The success of New Directions' meeting room hire relies upon the care and consideration exhibited by its users and in particular we ask you to observe the following terms and conditions:

Bookings

- Booking applications must be signed by an appropriate adult and accompanied by a 50% deposit.
- The balance is payable 7 days prior to the date of the booking.
- Cash, cheques and bank transfer are all suitable methods of payment. Cheques should be made payable to New Directions (Rugby) Ltd.
- The signatory of the booking form will be responsible for the good behaviour of all persons admitted to the premises and will ensure their adherence to the terms and conditions.
- No booking is binding until the deposit has been paid and confirmation has been sent to the user.
- Prices are fixed at the time of booking. Any price increases will be notified at the time of booking.
- If the booking is cancelled between 7-21 days prior to the booking the deposit will be forfeited. If the booking is cancelled less than 7 days before the booking the full booking fee is payable.

Responsibility

- The user is responsible for the appropriate use of all hired areas (including the shared areas of the kitchen, toilets and corridors)
- Smoking and alcohol are NOT allowed on the premises.
- Users must inform a member of New Directions' staff if they are to leave a room unattended.
- Consideration must be given to our neighbouring residents.
- New Directions reserves the right to ask anyone engaging in inappropriate behaviour to leave the premises immediately.

Health and Safety

- The user is responsible for the safety of all persons using areas that have been hired (other than death or injury caused due to the negligence of New Directions).
- All incidents, however minor, must be notified to New Directions. An Incident Form is available from Reception.
- Reception staff will advise the user of the Fire Procedures and the location of the fire exits and appliances. The user is responsible for ensuring all persons are given this information. You will be notified if a fire alarm test is planned during your visit.
- The maximum number of people in each meeting room is as follows:
 - Conference Room: 20 people

- Activity Room: 6 people
- Halfway Meeting Room: 8 people

Damage and Theft

- New Directions reserves the right to charge the user for damage, theft and breakages of New Directions' property and equipment.
- Any loss or damage to equipment, including shared kitchen equipment, must be reported to Reception.
- New Directions are not responsible for loss or damage to the users' property, equipment or vehicles howsoever caused.
- The user is responsible for their own insurance cover.

Cleanliness and Security

- The user is responsible for leaving each area hired (including shared areas) clean and tidy.
- No nails, drawing pins or screws shall be driven into New Directions' premises; the use of blu-tac to attach posters or decoration is allowed.
- The user is responsible for securing the hired room and returning the keys to Reception.

I confirm that I have received a copy of the terms and conditions of the meeting room hire and that I agree to abide by them.

Signed..... Print Name.....

Company or Group.....Date.....

Date of booking.....