

## **New Directions (Rugby) Ltd**

### **Terms and Conditions of Meeting Room Hire**

**Head Office, 27 Bilton Road, RUGBY CV22 7AN**

The success of New Directions' meeting room hire relies upon the care and consideration exhibited by its Hirers and in particular we ask you to observe the following terms and conditions (on the booking form you will be asked to sign to acknowledge that you have read and understood our terms and conditions as set out below):

#### **Bookings**

- 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
- New Directions reserves the right to cancel any booking if the purpose of the booking or the organisation booking the room is in any way offensive with regard to discrimination in any form
- Prices are fixed at the time of booking. Any price increases will be notified at the time of booking
- The hiring of the room may be cancelled if the Premises or any of the Head Office building is rendered unfit or become unavailable due to unforeseen circumstances and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid) for the cancelled hiring.

#### **Insurance**

- During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their uses of the Premises and shall indemnify New Directions (Rugby) Ltd from and against any expense, liability, loss, claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of hiring except where due to the negligence of New Directions (Rugby) Ltd.
- The Hirer is required to have adequate Public Liability Insurance in place for use of the Premises. The Hirer will be required to sign a statement on the booking form.
- If the hire of the room is by a private individual the Hirer will be required to sign a disclaimer on the booking form.
- The Hirer is responsible for their own insurance cover.

Please see further booking terms and conditions for the Conference Room and the Informal meeting Room as set out below:

### **The Conference Room**

The booking form 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
- No booking is binding until the deposit has been paid and confirmation has been sent to the Hirer
- 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.

### **The Informal Meeting Room**

- New Directions has a flexible approach to the use of this room
- The room can be booked by an appropriate adult up to 24 hours before, or even on the day
- Payment to be made on arrival in cash, prior to the use of the room
- If a block booking (3 separate dates or more) is required, a 50% deposit is required in advance, with the balance payable on arrival on the first date
- Any cancellation will need to be notified to New Directions as soon as possible in order to make the room available to others
- If notice has not been given to cancel a booking New Directions may reserve the right to refuse any further bookings from the signatory or organisation.

### **Responsibility**

- The Hirer is responsible for the appropriate use of all hired areas (including the shared areas of the kitchen, toilets and corridors)
- The Hirer shall only use the room for the purpose described on the booking form
- The Hirer must not make any alterations to the Premises
- The Hirer is responsible for obtaining any licences such as those required by the Performing Rights Society and similar bodies in connection with the hiring of the room. The Hirer shall indemnify New Directions (Rugby) Ltd against the consequences of the Hirer's failure to do so
- The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of any gaming, betting or lottery legislation
- No animals (including birds) except guide dogs can be on the premises other than those with prior written consent from New Directions (Rugby) Ltd.
- If the room is being used for children it is the Hirer's responsibility to ensure that appropriate child protection policies and procedures are in place and that those working with children have been subject to enhanced DBS checks
- All Food and Hygiene legislation and regulations must be adhered to

- If the Hirer wishes to use caterers on the Premises the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations
  - The Hirer must not use the room for any auction sale, trade, business or manufacture without prior written agreement from New Directions (Rugby) Ltd.
  - Smoking is NOT allowed on the premises in compliance with Public Safety Regulations
  - The consumption of alcohol is not allowed on the premises without prior written permission from New Directions (Rugby) Ltd.
  - No preparation may be applied to the floors
  - No interference with any equipment, books or any other materials will be allowed
  - No interference with the heating system will be allowed
  - Hirers 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
  - The Hirer must ensure that the room is vacated by the designated time on the booking form.
- **In addition to the above, if the Hirer is using a room out of office hours (Monday-Friday 8.30am-5pm):**
    - the Hirer is responsible for the security of the premises
    - The Hirer must ensure that doors are locked, windows shut and bolted or shuttered and any open blinds are closed when they leave
    - The Hirer is responsible for the safe collection and return of any keys to the premises
    - The Hirer must ensure where to get keys and where to return them
    - The Hirer is responsible for the safety of others on the premises in the event of a fire or accident (See Health and Safety)
    - The Hirer must be familiar with Fire Safety procedure and the location of first aid kits on the premises
    - The Hirer must ensure on completion of booking that there is an appropriate out of hours number that can be used to call a member of staff at New Directions in case of emergency.

**Out of Hours Phone number for emergency contact is 07887 428126**

### **General Terms**

If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain

in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.

### **Health and Safety**

- The Hirer 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)
- The Hirer must ensure that all attendees must sign and complete the sign-in sheet. If attendees leave the building, e.g. for lunch, they must sign out and then sign in again
- All incidents, however minor, must be notified to New Directions. Please email [admin@newdirectionsrugby.org.uk](mailto:admin@newdirectionsrugby.org.uk) with details of the incident, those affected and witnesses
- Risk Assessments of the Premises are available on request
- According to how the room is being used the Hirer is responsible for completing their own specific risk assessments if required
- All electrical equipment kept on site is subject to regular inspection and testing. Should the Hirer use their own electrical equipment the Hirer must ensure this is safe before it is connected to the power supply
- First aid boxes are located in Reception, downstairs kitchen and upstairs kitchen
- A disabled toilet is located on the ground floor. Two further toilets are located on the first floor
- The maximum number of people in each meeting room is as follows:
  - Conference Room: 20 people
  - Informal Meeting room: 4 people

### **Fire**

- Reception staff will advise the Hirer of the Fire Procedures and the location of the fire exits and appliances. The Hirer is responsible for ensuring all persons are given this information. You will be notified if a fire alarm test is planned during your visit
- A Fire Risk Assessment for the Premises is available on request
- In the event of fire New Directions' Fire Marshal will inform you

- If the event is outside office hours the Hirer is responsible for the safety of persons in the building and will be expected to follow fire procedure instructions located by the fire exits, call Emergency Services and New Directions' out of hours number (07887 428126)
- The assembly point is beyond the perimeter walls at the front of Head Office
- Fire exits are located at the front door and at a back door by the disabled toilet. Fire Procedure Instructions are located at these points.

### **Damage and Theft**

- New Directions reserves the right to charge the Hirer 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 is not responsible for loss or damage to the Hirers' property, equipment or vehicles howsoever caused
- The Hirer is responsible for their own insurance cover.

### **Cleanliness and Security**

- The Hirer 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 Hirer is responsible for securing the hired room and returning the keys to Reception or other pre-arranged specified destination.

### **Data Protection**

Please see our privacy notice at the bottom of the home page of our website <https://newdirectionsrugby.org.uk/>

New Directions (Rugby) Ltd will use the information on the Room Booking Form for the purposes of booking the Premises only.

For further details regarding the use of Head Office rooms please call 01788 573318 or email [admin@newdirectionsrugby.org.uk](mailto:admin@newdirectionsrugby.org.uk)