

## **MEETING ROOM HIRE – House Regulations**

### **IMPORTANT POINTS**

**The House regulations in these terms and conditions are applied strictly. Please read them and make sure your guests, contractors and caterers will result in an additional charge to you of £100 per breach. Please note that hired rooms are only available for the period of hire and that smoking is not permitted anywhere in the buildings.**

### **Hours**

The House is available for meetings on Monday to Friday 8.00am to 11.00pm and on Saturday and Sunday 9.00am to 11.30pm. It is open for meetings every day of the year except Christmas Day and Boxing Day. Please ask for a quotation if you want to use the House outside these hours.

### **Your Guests**

You are responsible to us for the behaviour of your guests, contractors and caterers and any damage or additional costs you or they cause us. You and your guests are expected to arrive, use the hired rooms and leave the House and its environs quietly and with consideration for others in the House and local residents. In particular neither children nor adults may run or make noise in the common areas. No one is permitted in parts of the House which it is not essential that they access. You and your guests must comply with all instructions from our staff. Please ensure your guests know what is expected of them, and in particular that smoking is not permitted in the House.

### **Accidents, Loss, Damage and Insurance**

You must take every precaution for the prevention of accidents to any person. The Trust will not make good any loss or damage to the property of yourself, your guests, your agents or contractors. You are not insured by the Trust against claims and you should review your own insurances.

### **Access to Rooms and Deliveries/Storage/Collection of Goods**

You may not access the booked rooms until the time the letting commences and you must have vacated them by the end of the booked period. If you wish to have anything delivered or set out before guests arrive, the room must be booked sufficiently early to allow for this. You and your guests, contractors and caterers may not move our furniture in or out of booked rooms and you must not leave anything in corridors. You, your guests, contractors and caterers and your goods must have vacated the booked rooms by the time the booking ends. Early occupation or late vacation of rooms will not be permitted if this affects other bookings, and, when it is permitted, will be charged extra at standard room hire rates. Early deliveries of goods on the letting day or late collections on the same day must be agreed in advance of the event. If we have to store your goods without prior agreement or outside the letting day we will charge **£10** per day.

### **Prohibitions**

The following are not permitted:

SMOKING anywhere in the House

FOOD AND DRINK (including snacks, confectionery, biscuits, chewing or bubble gum and soft drinks) except with our written permission or supplied by ourselves

ALCOHOL except with our written permission or supplied by ourselves

CHILDREN under 18 years except with adequate adult supervision

ANIMALS except guide dogs

STILETTO FOOTWEAR which we consider may damage our floors

POLITICAL CAMPAIGNING

RELIGIOUS CEREMONIES

PUBLIC MEETINGS except with our written permission

EQUIPMENT which we consider may cause excessive noise, nuisance, damage or danger, or may require additional cleaning in the House. This includes any equipment with pressurised gas, fluids, naked flames, highly combustible materials, noise, or large weight or size. Specifically prohibited are fireworks, candles, smoke machines, water heaters, cooking facilities including hot dog and popcorn machines, children's play equipment, confetti and similar, party string, candyfloss, and bubble blower.

FIXING to the building, fittings or furniture by any means including pins, sellotape and blue tack

OBSTRUCTING fire exits within and from rooms

USE OF THE GROUNDS when they are closed, or use which may interfere with the free access or enjoyment by the public when they are open. Crockery, glasses and fireworks are prohibited.

USE OF THE CAR PARK for any purpose (except parking cars).

### **Discretionary Charity Discount**

Charitable organisations, whether registered or not, are subject to a 30% discount of all room hire charges only. Hirers must produce proof of status at the time of booking, which may be their Charity Commission number, constitution, evidence of Inland Revenue Gift Aid registration or other evidence. The charity discount is subject to good behaviour by hirers, prior payment for room hire and prompt payment for additional charges.

### **Disability**

People with disabilities who may require assistance should contact the staff before their visit. The ground floor is suitable for wheelchair users and the ground floor meeting rooms are equipped with an audio loop system. There is no lift and no wheelchair access to the upper floors.

## **CHANGING YOUR BOOKING**

### **Amendments**

Amendments may only be made with our agreement and will be subject to an administration fee of **£5** after the first amendment. Usually, you may change the booked date, time, room and catering details of a booking at seven days or more before an event. Changes to booked refreshments or special equipment may be made one day or more before an event.

### **Cancellation**

Cancelled bookings must be in writing by e-mail, fax or letter. Cancellations which are made verbally without immediate written confirmation will be charged in full. All cancelled meetings will be charged on the following basis from when we receive your written confirmation.

**28 days** or more before your event - **£10 minimum cancellation charge**

**Less than 28 days** before your event - **50%** of the room hire charged

**Less than 14 days** before your event - **100%** of the room hire charged

**Less than 7 days** before your event - **100%** of the room hire **plus catering** charged

## **PAYMENT**

### **Method and Timing**

We prefer payments to be made by **cheque, switch or credit card** (Visa or Mastercard). A **deposit of 50%** of the room charge must be paid when booking and the **balance 28 days** before the event. Any damage deposit or catering must be paid with the balance. Any extras such as refreshments, special equipment, or other charges incurred during the event will be invoiced immediately after. Invoices must be paid within **14 days**. There is a **£30** administration charge for late payment.

## **Damage Deposit**

A returnable damage deposit is required for some types of events. This will be repaid in full by cheque within seven days of the event if there is no damage and rooms are left in a clean and tidy condition. Excess cleaning will be charged at **£30 per hour**. Damage will be charged at cost or our estimate plus management charges. Claims for damage recompense are not limited to this deposit.

**Avenue House Estate**  
**November 2005**