



Room Hire Policy

(Including Terms and Conditions of Use.)

Room Hire Policy

Operating Hours

Foresight North East Lincolnshire's Centre, operates between 8:30am and 7pm, Monday to Friday and 10am – 3pm on Saturdays. Room hire is available between these times, and by special arrangement on weekends. Due consideration must be given to the surrounding residents with noise kept to a minimum upon leaving the premises.

Booking Procedure

All bookings for the Foresight North East Lincolnshire's Centre are to be made through the Centre on telephone number: 01472 269666 during office hours (ie 8:30am and 10pm, Monday to Friday and 10am – 4pm on Saturdays).

Completed application forms and payment for use of the Centre are to be made in advance to Foresight North East Lincolnshire. Forms are to be signed by the person responsible for payment of fees and any other charges arising from the booking, and for the observance of these conditions of use.

All bookings are to be recorded in the Centre's Room Hire Register; a receipt will be issued upon collection of all fees.

It is the responsibility of Centre Administration staff to ensure that any problems, including payment of fees, arising from bookings are dealt with appropriately. Priority for use of the Centre will be given to community groups over commercial or private interest groups.

Fees

Hourly Rate £10 per hour

The room hire price and policy will be reviewed on an annual basis.

After Hours Room Hire

Organisations who require room hire outside the operating hours, ie, 8:30am and 10pm, Monday to Friday and 10am – 4pm on Saturdays, are required to collect the key prior to the day and to pay a deposit of £50, which will be refunded when the key is returned, unless alternative arrangements have been made with the Operations Co-ordinator.

Parking

Vehicles are left at the owners risk outside of the building at all times.

Rooms For Hire

There is two activity rooms, a counseling room, two classrooms and two it suites available for hire. All rooms are wheelchair accessible.

All rooms, are available at different time slots and only when they are not in use by Foresights' own daily activities. All rooms are available for after hours hire.

Café Facilities

Tea and coffees are available from the onsite café at a cost of 40p per drink. Cleaning materials are also provided. Groups will need to provide their own food or we can organise a buffet for you at an extra cost. All groups are asked to leave the seating area clean and tidy. Only food that is bought from the café may be consumed there.

Use of Office Equipment

Use of the centre's photocopier is available (for non commercial application) at a reasonable fee.

Telephone

Updated 23rd February 2017

Use of Foresight's telephone system must be paid for at reception.

Electrical Equipment

No connection to, or interference with, the electrical installation, lighting, fittings or other equipment will be allowed without prior consent from the Operations Co-ordinator

Decorations

The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures will not be allowed unless prior permission has been granted from the Operations Co-ordinator.

No nails, tacks, screws etc. may be placed in the walls, floors, furniture or fittings of the Centre. All decorations must be removed from the building after use, and the Hirer is responsible for the removal of all waste and unused materials after the activity.

Objectionable Items

The bringing into the rooms or offices or the use therein of confetti, chewing gum, fireworks or other articles deemed by the Operations Co-ordinator as objectionable is prohibited.

Maintaining Order

The Hirer shall be responsible for the maintenance of good order during the period of the engagement and he/she will not permit or support disorderly or offensive behavior.

Noise Management

Hirers are to be conscious of keeping noise to a minimum at all times, given the residential character of the area. No activity shall continue beyond 1am at night and users are to keep noise to a minimum when leaving the premises and entering cars.

Smoking

Smoking is prohibited anywhere within the building. Smokers are asked to dispose of their butts responsibly.

Damage

Any breakages and/or faulty equipment should be reported immediately to the Operations Co-ordinator or Administration Staff. The Hirer is to pay for any damage to furniture, fittings, plants, kitchen appliances, crockery or other items or breakages. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

Cleanliness

The Hirer is responsible for leaving the floors, walls, equipment and toilet facilities in a clean condition. All goods, properties or materials brought in by the Hirer or any other person on his/her behalf must be removed from the premises no later than the expiration of the booking, unless special arrangements are made.

Vacating the rooms

The room is to be vacated within the booked time in order to facilitate other hirers using the facilities. The Hirer is responsible for closing up the room (securing all entry points) and extinguishing all lights.

Right of Refusal

Foresight North East Lincolnshire reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made and the Centre shall not be liable in any way for any loss or damage.

Disputes

In the event of a dispute or difference arising as to the interpretation of the agreement or as to anything therein contained, or as to the meaning of any of the terms and conditions, the decision of the Management Committee thereon shall be final and conclusive.

Public Liability

Foresight North East Lincolnshire shall not be responsible for the injury, loss or damage to the person or property of the hirer, or any person in their employ or under their direction or any person attending any function organised by the hirer of the rooms. Hirers are responsible for providing their own Public Liability insurance.

Acceptance of Conditions

The rooms and offices are let out on the rules and conditions mentioned above and the payment by any person of any sum by way of rental for any room and/or office space and the issue to any such person by or on behalf of Foresight North East Lincolnshire of any receipt for such a sum, shall be deemed to be acknowledgment and acceptance of the above conditions and stipulations.

Payment of Fees

Application forms must be filled in and signed prior to room or office space being hired. Casual room hire applicants are expected to pay monies prior to commencement of room hire. Applicants with permanent/long term room hire can either pay prior to use for a block period (ie one month in advance) or after each session ensuring that the period of arrears does not exceed two weeks. The method and frequency of payment must be discussed and agreed to by Hirer and Operations Co-ordinator prior to keys being handed over.

Cancellation of Room Hire

Organisations who hire rooms on a regular basis are required to give at least two weeks notice if they plan not to use the room, otherwise the full hire fee will be charged.

Organisations or Individuals who hire rooms on a casual basis are required to give at least one week's notice; otherwise a charge of £20 will apply.

This information is also available in other formats, languages and picture format upon request.

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Operations Co-ordinator - On behalf of Foresight North East Lincolnshire's Management Committee