

## TERMS AND CONDITIONS OF HIRE

### Applications for Hire

Askham Bryan College and Newton Rigg College part of Askham Bryan College will endeavour to provide a quality service, with all arrangements in accordance with those agreed in advance and with all relevant resources available.

### Damage, Loss and Accident

- The College will not be liable for any personal injury or damage to property which may occur during the Event hire term.
- The hirer shall be responsible for securing adequate insurance cover for any additional items that they bring to the Venue, personal accidents, third party claims and any loss or damage to the hired space including all fixtures and fittings. The College's insurance shall not cover the hirer's property nor that of any third parties.
- The College has in place insurance cover for the Venue and all other property of the College which is in the Venue either permanently or only for the duration of the Hire Term.
- The Customer shall supervise the Event and shall indemnify the College against any losses, costs, damages or expenses suffered by the College as a result of the Customers breach of Health and Safety legislation and arising directly or indirectly from hiring Venue.
- Any equipment made available by the college is only provided on the understanding that it is used in a safe and proper manner. Any malfunction or breakage should be reported to reception or the conference organiser immediately.
- Depending upon the activity, a written risk assessment, safeguarding policy or Public Liability Insurance may be required by the College before the booking is confirmed.

### Maintenance of Good Order

- The hirer shall be required to keep all guests under a reasonable level of control. This obligation shall extend to noise levels and general behaviour of its guests/ delegates for the purposes of the Event and not under the control of the College.
- The hirer may be required to hire security for their event if the event planned is scheduled for after 6pm for more than 100 people, this decision is made by College Staff. Any Security staff hired by the hirer for an event must be fully Door Safe Trained.

### Smoking

- Smoking is not permitted in any part of the College except the designated smoking areas.

### Prohibitions

- For security and safety reasons, those hiring facilities must not enter any other buildings or go to any parts of the campus other than the area specifically hired without the permission of college staff. This includes, but not exclusively, the kitchen in the Conference Centre and all areas designated 'out of bounds' in the document 'Important Information for the Organiser'.
- Only non-permanent ink is to be used on whiteboards.
- No Pins, Blu-Tack, Sellotape Or Adhesive Substances To Be Used On Walls
- No paper party poppers or paper streamers are to be used in the Conference Centre.
- No dry ice to be used in the Conference Centre.

### Right of Entry

- Any duly authorised officers of the College on duty shall at all times have free ingress and egress to and from the hired areas.

### First Aid

- The College advises that the hirer is to arrange appropriate first aid cover for their event, especially for any weekend or high risk events.

### **Alcohol and Illegal Substances**

- No alcohol is to be brought onto the premises for the purpose of being consumed or for sale unless agreed prior to the event in writing by the College.
- Chemical substances or drug abuse are not permitted on the campus under any circumstances and will result in Police involvement.

### **Portable Electrical Appliance Testing (PAT)**

- Any electrical equipment that is brought onto College premises must be tested in accordance with, and comply with Electricity at Work Regulations 1989, to ensure any equipment used outside the home is safe.
- If you hire any equipment then the relevant certificate must be obtained. The College reserves the right to inspect these certificates and also the right to refuse the use of any such equipment if it is not satisfied with its documentation.

### **Safeguarding**

- It is the responsibility of the hirer to ensure that a risk assessment has been completed before the event takes place.
- All delegates are required to wear a visitor lanyard, conference badge or visitor sticker at all times whilst on campus. The College will provide visitor lanyards.

### **Special Conditions**

- No bottled gas shall be brought onto the premises
- No person under 18 shall be allowed to use sounds or lighting equipment

### **Cancellation**

- The person who signs the booking form will be deemed the hirer and as such is responsible for paying the hiring fees and ensuring compliance with the College's procedures and policies.
- Failure to comply with the college rules will incur the full charge for damages and all reasonable repairs.

The hirer shall pay to the College the amount incurred by the College in making good any damage to, or loss of, the building, furniture, carpets, furnishings, keys, fixtures and fittings or any article or equipment belonging to the College arising directly or indirectly out of the hiring of the venue.

The hirer will be charged for any additional cleaning charges, over and above the normal cost, that are incurred as a result of the client's activities.

Cancellation Charges will be enforced as follows:

Less than 7 days' notice: The hirer will be held responsible for the full cost of the event (including catering costs)

Less than 14 days' notice: The hirer will be held responsible for half the cost of the full event. (Including catering costs)

Catering arrangements must be confirmed one week prior to the event. After this time, numbers may be changed, however the full charge will not be less than for the requirements given one week in advance. If numbers increase after one week prior, it can not be guaranteed that the full menu option will be provided, some items may be substituted.

Invoices for facilities used will normally be raised 10 days after the event. Settlement is required within 21 days from the date of the invoice.