

Terms and Conditions of Room Hire in Carnegie Building

Under arrangements between Riverside Community Health Project (Riverside) and Carnegie Building Newcastle (CBN) Riverside management is empowered to oversee room hire terms and conditions.

Use of Centre

A hire agreement MUST be completed and signed by the hirer. The right to refuse any application for the use of the building facilities is reserved for the directors. Use of Carnegie Building and its facilities is subject to the following rules and, in the case of hirers, to standards incorporated in the hiring agreement.

Room Booking and Paying Arrangements

Weekend bookings require at least two weeks' notice for staffing arrangements. The general cancellation policy is as follows. Room booking cancellations should be made seven days prior to the date of the booking.

A deposit is required to secure a party or celebration booking and the booking must be paid at least one week in advance. The deposit is fully refundable on condition that the room is left as the hirer found it.

Deposit Retention

At the discretion of the Carnegie directors, we may retain part of, or your full deposit, for the following reasons:

- Not vacating the building at the end of the agreed time.
- Damage to any property or fixtures and fittings.
- Incorrect disposal of waste (waste to be put in correct bins).

- Alcohol has been consumed in the building.
- Any other breach of the terms and conditions.

Equipment

If equipment is used a deposit may be asked for which will be returned if the equipment is undamaged. The hirer must make sure they are fully aware of operational instructions as all breakages must be paid for in full.

Decoration

To protect wall paint, any decorations or notices being used by room hirers must be affixed to woodwork. The hirer must remove all such articles at the end of hiring unless otherwise agreed with centre management. Any unauthorised articles left on the premises will be disposed of as management sees fit.

Equal Opportunities

Riverside strives to be an equal opportunities organisation that promotes anti-discriminatory practice. As such, Riverside's vision for Carnegie Building is to be a place that is open and welcoming to all members of the community regardless of race, gender, sexual orientation, age, disability and religious or political beliefs or marital status. We reserve the right to refuse room hire to groups at risk of not upholding these standards. We further reserve the right to withdraw from a room hire agreement or cease any activity on becoming aware that discriminatory conduct is taking place.

Hire Keys

Riverside Community Health Project (Riverside), Carnegie Building, Atkinson Road, Benwell, Newcastle, NE4 8XS. T: 0191 2260754 E: admin@riversidechp.org.uk W: www.riversidechp.org.uk Charity Number: 1028632 and Company Number: 02869470. Carnegie Building Newcastle (company number 07373011) is a subsidiary of Riverside and manages Carnegie Building on behalf of Riverside.

If required you will be given keys and informed of the opening up and locking up procedure including the security system.

Evacuation Procedure All persons in charge or on duty will be informed of the evacuation procedure and the location of fire exits. It is the hirers responsibility to supervise any activity carried out by their group.

Alcohol and Illegal drugs

Alcohol or illegal drugs are not permitted to be brought into the building, sold or consumed on any part of the premises.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. The hirer is responsible for ensuring the law is strictly observed.

Recorded Music Licence

If you use recorded music in your activities it is your responsibility to check with staff at Carnegie Building if this is covered under the buildings licence. If not, it is your responsibility to obtain your own licence from Phonographic Performance Limited (PPL).

Loss of Property

We cannot accept responsibility for damage to, or the loss or theft of property or personal effects.

Parking

Street parking is available. When parking, please ensure you do not cause an obstruction to exits, entrances and turning areas of Carnegie Building or other properties.

Nuisance

Please do not leave litter lying around in or outside the building. Please dispose of excess rubbish in the commercial bins located at the side entry.

Hirers and organisers of events in the Centre are responsible for ensuring the noise level of their functions does not interfere with other activities within the building, nor to cause inconvenience to the occupiers of nearby houses and property

As the centre is in a residential area the building must be vacated by 9pm.

Risk Assessments

Dependant of the manner of the activity for which the hire is intended, a Risk Assessment may need to be completed. Events which include physical and / or sporting activities would require completion of a Risk Assessment, this MUST be completed and a copy given to centre staff prior to the event. Standard Risk Assessments forms are available from reception.

Safeguarding

Groups and organisations hiring rooms to carry out activities with children or adults with care and support needs are expected to have suitable safeguarding procedures in place. These procedures include ensuring required practitioners / volunteers have been checked by the Disclosure and Barring Service in line with Part V of the Police Act 1997 as updated by Part 5 of the Protection of Freedoms Act 2012. We reserve the right to withdraw from a room hire agreement or cease any activity on becoming aware that adequate safeguarding is not being practice. Community groups / voluntary organisations in need of support to develop Safeguarding, are advised to contact Connected Voice.

connect@connectedvoice.org.uk or call 0191 232 7445.

Maximum Capacity

Each room has a maximum capacity and on no account shall these figures be exceeded.

Safety Requirements

All conditions attached to granting use of the building shall be strictly observed. Nothing shall be done which will endanger building users or the public as outlined in Riverside's Health and Safety Policy.

Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public exit. Fire-fighting apparatus is in proper place and only used for its intended purpose; (see Fire Notice and building plan displayed in the Centre) The Fire Brigade shall be called to an outbreak of fire. Highly inflammable substances shall not be brought into, or used, in any part of the premises. No unauthorised heating appliances shall be used on the premises.

A First Aid box shall be readily available to all users of the premises. Please check where it is located. A member of staff must be informed of any accident or injury.

All electrical equipment brought into the building by hirers must comply with the Electricity at Work Regulations, 1989. Management disclaims all responsibility for liability and costs arising out of any such equipment that does not comply.

Supervision

The hirer or person in charge shall be 18 years or older and shall be on the premises for the entire period of the hire. When the premises or any part of them are used for the purpose of public entertainment, there

shall be a minimum of two persons 18 or over, supervising the event.

Sub-letting

The hirer shall not sub-let the premises.

Insurance

The hirer shall cover the repair costs for all damage done to any part of the property including the contents of the building during or as a result of a booking.

Sale of Goods

The hirer must gain permission from management if they wish to sell goods on the centre premises. They should also comply with Fair Trading Laws and any local code of practice issued in connection with such sales. Any monies raised must be for charitable purposes only.

Smoking

Smoking, including vaping and e cigarettes, is not permitted in or around the premises.

Before Leaving the Building

The building must be left in the same condition, as hirers found it. Excess rubbish is to be disposed of in the commercial bins at the side exit. Cleaning equipment will be made available for use

For emergency assistance or support during your booking, please contact our caretaker, Darren Perry, on 07930 238079.

Signature

I agree to adhere to the terms and conditions of room hire in Carnegie Building

Signed:

Date:

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