

Room Hire Contract for Use of Vassall Centre Meeting Rooms

Bookings and Payment

1. You (the customer) agree TO PAY THE CORRECT RATE at the time of booking for all bookings. Current rates can be found on the Vassall Centre website - [Meeting Room Brochure \(vassallcentre.org.uk\)](http://vassallcentre.org.uk)
2. You agree NOT TO MAKE BOOKINGS ON BEHALF OF ANY OTHER company, project, organisation, government body, quango, consortium, partnership or other entity with an identity in the public domain.
3. Meeting room bookings are invoiced monthly in arrears. If you or your organisation require a purchase order, this must be provided at the time of booking, or as soon as possible after the booking is confirmed.
4. We (Vassall Centre) accept payment by card and BACS, cheque payments are not accepted.
5. You must give at least 48 HOURS' NOTICE of changes and cancellations in order not to be charged for bookings.

Safety and Security

6. You agree to ensure the SAFETY AND SECURITY of people and property in the Vassall Centre; for example, you agree not to block fire exits, not to cover heaters, to use electrical appliances safely, only to smoke in designated areas.
7. You (or the session leader) are aware of and will adhere to Vassall Centre's FIRE EVACUATION PROCEDURE. When the fire alarm sounds everyone should immediately evacuate the building by the nearest fire exit and go to the fire assembly points. No one should attempt to re-enter the building until authorised to do so by the Fire Service or Vassall Centre staff.
8. You agree to appoint people to be responsible for ensuring that all those WITH LIMITED MOBILITY and other disabilities in attendance, including wheelchair users, can leave the building safely if the fire alarm is sounded.

Insurance

9. Vassall Centre has public liability insurance cover up to £20m.
10. If you wish to hold your own public liability insurance, cover up to £5m is recommended.

Use of Meeting Rooms

11. You must include time to set up and the clear the room within the booking time.
12. You accept that Vassall Centre is not responsible for ensuring that your equipment is compatible with the meeting room equipment (i.e. projectors).
13. You agree to leave all rooms and areas within Vassall Centre CLEAN AND TIDY, cleaning whiteboards and flipcharts, removing your property, putting all rubbish in bins or recycling bins and returning all furniture and equipment borrowed to the Vassall Centre team.

14. You agree NOT TO DAMAGE any Vassall Centre property, to immediately inform Vassall Centre of any such damage and to pay Vassall Centre the cost of making good any damage or loss caused by attendees.
15. You agree NOT TO PUT UP ANY NOTICES OR SIGNS outside, or in any part of, Vassall Centre without the written permission of Vassall Centre or use Blu Tac or similar material on any surface in Vassall Centre.
16. You agree to ensure that NO ANIMALS are allowed into Vassall Centre; with the exception of assistance dogs.

Liability

17. You agree NOT TO CAUSE ANY DISRUPTION to people outside any rooms you book.
18. Vassall Centre cannot be held responsible if the Wi-Fi or any other electronic equipment is not working.
19. You agree that the person signing this agreement will be the sole CONTACT PERSON WITH Vassall Centre and, if the contact person changes, to give contact details of the new contact to Vassall Centre.
20. You agree not to use Vassall Centre for any purpose that is ILLEGAL.
21. You agree NOT TO HOLD VASSALL CENTRE LIABLE for any loss, damage, theft or injury arising out of your use of Vassall Centre or for any loss due to Vassall Centre cancelling a booking or being unavailable for any reason.
22. You agree that Vassall Centre can WITHDRAW PERMISSION for you to use its meeting rooms at any time.
23. You agree to abide by any CHANGES IN THESE RULES the Vassall Centre notifies you of in writing or by email.

Signed _____

Date: