MK YMCA Conference & Meeting Room Facilities

Contract and Terms & Conditions

Bookings of the MK YMCA Conference Facilities are accepted on the understanding that the organiser, accepts these terms and conditions on behalf of the organisation hiring the rooms.

Cancellations

In the event of cancellation, we reserve the right to charge 100% of total cost including VAT is payable for all the above dates. If a change of date is requested this will be considered subject to availability.

Audio-Visual Requirements & Room Layout

1. The conference room has TV screens for use. HDMI and USB-C connection cables are available to connect the screen to the client's standard laptop. If these connections do not comply with the client's laptop, then the client is responsible for providing their own connection cables. Any additional requirements must be requested at the time of booking and will be arranged subject to availability. No other electrical items should be brought in to the 3rd Unit without prior consent of the conference team and subject to satisfactory PAT testing certification.
2. No equipment should be removed from the 3rd Unit. If the equipment is damaged, faulty, or missing please advise the Conference Team.
3. Presenters and meeting organisers will be given instruction in proper usage of the required equipment prior to the event taking place.
4. Nothing is to be stuck, nailed, screwed, stapled, or fixed (including the use of blue Tack) to the walls, doors or any other surfaces or furniture. Damage caused to any surfaces through non-compliance with this could result in a charge for the necessary repairs.

Charging

1. An invoice will be submitted after the event and payment for all invoices is required within 30 days of the invoice date.
2. If a room requires additional cleaning following an event, the hirer will be invoiced for the additional costs by MK YMCA.
3. The organiser will be held responsible for any damages or loss of furniture, equipment, or crockery. The organiser shall pay to MK YMCA on demand the amount required to make good or remedy any such damage.
4. All charges will also be subject to VAT. Changes in the level of VAT will take immediate effect.

Health and Safety

1. Events are not allowed to exceed the advised seating/standing capacity of the rooms. Fire exits and fire related equipment must not be obscured and must always remain clear and visible.

2. MK YMCA Conference Facilities operate a no smoking policy in all areas of the building. Organisers must ensure that all persons attending events observe this.
3. The organiser/facilitator is the responsible person for all health and safety matters relating to the event and responsible for holding a list of attendees in case of emergency evacuation.
4. The organiser is responsible for advising attendees of the fire evacuation procedures on commencement of the meeting, which will be provided by the Conference Team.
5. MK YMCA reserves the right to alter room layouts to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.
6. The organiser of the event must be present at the event to deal with relevant issues.
7. Should any behaviour or activities undertaken during an event be deemed to be unacceptable to MK YMCA or its residents the Conference Team reserves the right to terminate a meeting, with no refund of costs.
8. Signage for promotional or directional purposes must not be displayed either internally or externally without prior consent of the Conference Team. Door signage will have been prepared prior to clients attending the event.
9. Clients are reminded that they should have their own Public Liability Insurance along with adequate insurance to cover against loss or damage to property whilst using the facility. Clients should also provide their own risk assessment for events taking place within the MK YMCA Conference and Meeting Room facilities

Safeguarding
It is your responsibility to ensure the safeguarding of all children under the age of 18 as well as vulnerable adults that attend your meeting/event.

For events taking place with attendees that fall under this category you are expected to have the following in place:

- Safeguarding Policy
- Designated Safeguarding Lead details
- DBS check(s)
- Acceptable child to adult ratio: for more information on the ratio we require please see the following: Recommended adult to child ratios for working with children | NSPCC Learning

If you have any concerns regarding the safeguarding of any residents or staff when visiting the YMCA building, please report this to a member of YMCA staff or make contact immediately with our Designated Safeguarding Lead.

Security

1. MK YMCA accepts no responsibility for the property of persons attending or organising events.
2. Coat hooks or stands are provided within the rooms for the convenience of attendees, but any personal property left in these areas is done so entirely at the owner's risk.
3. MK YMCA shall not be responsible for any injury which may be incurred by any persons during the holding of a function.
4. No conference or meeting attendee may at any time enter the offices of the YMCA staff, or any resident areas of the building (individual rooms or communal areas)
5. If the event involves speakers or guests requiring special security arrangements, this must be brought to the attention of the Conference Team prior to the event.

Disclaimer

MK YMCA may cancel the booking, without penalty to either party, if The YMCA building (or the meeting/conference rooms within) is closed due to fire, dispute with employees, alterations, by order of any public authority or any cause effecting the event that is outside of our control; or if there is a change of ownership of the building; or if MK YMCA in its sole discretion believes the event or the client might prejudice the reputation of the charity or building. With respect to the above events, MK YMCA will refund to the client any advance payment made by the client and will have no further liability to the client.

General terms and conditions

Visitors, clients, and event attendees must always respect staff and residents. The building is the home of the residents and should be treated as such. Any issues concerning behaviour of residents or staff should be immediately reported to the Conference Team who will deal with the situation, as necessary.

While every effort has been made to ensure the accuracy of all information, Milton Keynes YMCA does not accept liability for any errors or omissions and reserves the right to change information and descriptions.

I anticipate that I will have children and/or vulnerable young adults in attendance at my meeting/event

☐ Yes ☐ No

If yes to the above, I can confirm I have provided YMCA Milton Keynes with the following (please tick to confirm):

☐ Safeguarding Policy

☐ Designated Safeguarding Lead contact details

☐ Copy of DBS check(s)

I can confirm that children/ vulnerable adults will be supervised by a responsible adult with a up to date DBS check at all times.

☐ Yes ☐ No

I can confirm that will be abide by the NSPCC recommended adult to child ratios for other settings (please see Recommended adult to child ratios for working with children | NSPCC Learning for more information)

_____

I/We accept the terms of this contract for as detailed above

Name_____

Signature _____

Date_____

Please return a signed copy of this contract to bookings@mkymca.com