

# Terms and Conditions.



**Rooms.**

The Rooms (Worthing) Ltd, hereafter known as Rooms.

## Introduction

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The Management of Rooms, rests with the Centre Management and the leaseholders Redeemer Worthing.

## Policy Terms

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Rooms is operated under an equal opportunities code of conduct and a code of behaviour, which is as follows:

- All people will be always treated with dignity and respect.
- No one will be harassed, abused, or intimidated on any grounds. Any incidents of this nature will be treated extremely seriously.
- Rooms Management expects a high level of good conduct from the users of Rooms. Users therefore are required to refrain from offensive language, loud/unruly behaviour and will respect the premises and avoid damage to property and unnecessary mess.

Serious breach of the above conditions will result in the offenders being asked to leave the premises.

## Use of Rooms

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The use of Rooms and its facilities is subject to the following rules and conditions outlined in this document.

## Application to use the Centre

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- Application for use of any room hire through the website or online booking forum is subject to approval from the Operations Manager.
- The Management of Rooms and the leaseholders reserve the right to refuse any application for the use of any of the space in Rooms.
- Rooms Management reserves the right to exercise discretion and refuse any event.
- All requirements of use shall be declared to Rooms Management prior to the event. Rooms Management reserves the right to levy additional charges for any services or facilities provided which were not requested at the time of booking.

## Booking Conditions

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- The hirer will be invoiced immediately after a quote has been accepted and payment must be made by the instructed date.
- Cancellation of a booking shall be made no later than 7 days prior to the event date. Any cancellation made less than 7 days before the event will be charged at the full rate of the original booking. Bookings cancelled more than 7 days and less than 1 month before the event will receive a 75% refund on their booking.
- The hirer will be held responsible for any damage caused during the period of hire to any part

of the building, or property both internal and external. Any damage caused by the hirer or the hirer's guests must be paid by the hirer upon receipt of the total cost of repairs or replacements.

- The hirer is expected to leave the premises in a reasonable state after use, excessive cleaning requirements over and above the normal use will be charged back to the hirer.
- Due to planning restrictions, the Roof Terrace must be silent from 9pm. In most cases, this will mean the terrace will be closed by centre staff at this time.
- All music must be turned off at 12pm.

## Insurance

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- The leaseholder's Public Liability Insurance provides cover for injuries arising from a defect of the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third-party claims, any loss/damage to the hirer's possessions, or any loss/damage to the building and its furniture, equipment and fittings resulting from the hire. The limit of indemnity for this policy should not be less than £2,000,000 (two million pounds)
- The hirer shall not use or permit the use of the premises for any unlawful purpose or in any unlawful way. The hirer shall not do anything or bring on to the premises anything that may endanger the premises, their users, or any insurance policies relating thereto.
- The hirer should ensure that their Public Liability Policy includes damage to premises under their control.

## Licensing

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- The hirer shall be responsible for ascertaining, obtaining, and complying with any licences and special fire precautions necessary in connection with the booking.
- The hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority, and the Local Authority or otherwise.

## Safeguarding Policy

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The leaseholders have their own Safeguarding Policy, which applies to all its children's workers. Anyone using the premises providing their own childcare workers must ensure that these workers have been properly vetted to work with children and comply with the provision of Section 4 (ii) of the Rehabilitation of Offenders Act 1974.

## Safety Requirements

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Nothing should be done which will endanger the users of the building and the policies of insurance relating to it and to its contents.

In particular:

- Obstructions must not be placed in any gangways, corridors, stairways or exits. Fire exits must never be obstructed.
- The emergency lights must not be covered as they illuminate when power has been cut to show exit signs and routes.

- Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to Rooms Management.
- Performances involving danger to the public shall not be given.
- Highly flammable substances shall not be brought into or used, in any part of the premises. No decoration shall be erected or suspended from any part of the premises except by prior consultation and with the written agreement of Rooms Management. If such permission is granted, decorations must be erected clear of the walls to ensure no damage to the property in consequence thereof. No decoration of a flammable nature shall be erected or suspended on any part of the premises.
- The use of naked flame, smoke machines, lasers and pyrotechnics are prohibited without the prior written consent of Rooms Management.
- The First Aid boxes shall be readily available to all users of the premises. They are located in the main office and the kitchen. Rooms Management shall be informed of any accidents or injury occurring on the premises. An accident book is in the main office and must be completed for every accident however small.
- All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. The Rooms Management disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

## Smoking Policy

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There is a strict “No Smoking” policy throughout the building. The hirer is responsible for ensuring that all visitors to the building adhere to this policy. A smoking area is available outside of the building.

## Intoxicating Liquor

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No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of Rooms Management whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

## Betting, Gaming and Lotteries

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Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in Rooms premises shall ensure that the requirements of the relevant legislation are strictly observed.

## Loss of Property

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Neither Rooms nor the leaseholder can accept responsibility for damage to or the loss or theft of Rooms user’s property and effects.

## Care of Property

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- No nails, spikes, screws, or tacks shall be driven into any part of the property.
- Furniture and other movable items are not to be moved by the hirer without prior permission from Rooms Management staff.
- No structure of any kind may be erected in any part of the hired premises except with the consent of, and under the supervision of Rooms Management staff.
- All furniture and fittings belonging to or leased by the hirer shall be removed from Rooms no later than 9am the morning following an event, unless a prior agreement has been made. However, Rooms Management reserves the right to ask the hirer to remove all their items on the same day as the event.
- In the event that any of the property of Rooms is damaged during the hiring period then the hirer will be charged for the cost of repair or replacement.

## Other conditions of use

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- All notices and placards advertising the event must bear the name and contact point of the hirer and if applicable, the organisation which the hirer represents.
- Adequate staff must be provided by the hirer for the issuing and checking of tickets to the event and for supervision of the event to ensure public safety. In the event of the Centre providing such staff, charges in addition to the hire charge shall be made.
- The hirer shall not arrange or permit to take place at Rooms during the hiring:
  - Any broadcasting (visual or sound) of television, radio, or mechanical/electronic reproductions.
  - Any filming whether for newsreel or television purposes without first making an application in writing for the approval of the same to Rooms Management. Such approval, if granted will be subject to the terms and conditions laid down by Rooms Management.
- It will be the responsibility of the hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be out of bounds.
- Internet/Wi Fi access is provided subject to availability.