

William Morris House – Terms & Conditions for hire

- Rooms are available to book between 9.00 a.m. and 10.30 p.m.
- Rooms must be vacated by 10.30 p.m. unless agreed with the House Manager.
- Organisations/individuals using the rooms must accept full responsibility for their members and/or guests whilst on the premises.
- The premises are not licensed for public meetings and the use of rooms is permitted for members and guests of the hirers only. The person responsible for the hiring shall ensure that their attendees have all vacated the building at the end of their session or provide a named alternative to the committee who is then responsible for the above.
- William Morris House will not accept liability for any injury, loss or damage to any person or personal belongings whilst on their premises. Items which are left in the house are the full responsibility of those who have left them.
- The entrance hall, passages, stairways and doorways must not be obstructed at any time. They are a means of access and exit and must be kept clear at all times.
- Payment for the hire of rooms must be made in advance, unless other arrangements are made with the Administrator or House Manager. Clients paying every quarter must pay in advance.
- Access to additional features of the house apart from the booked room are dependent on their availability. No reduction will be given to room rent if these extras are not available. The kitchen is communal and free for all clients in the house to use.

- Access to the disabled lift is by pre-request only. Please contact the administrator for details. Full disabled access is only available to bookings in Room 1 as other rooms require use of the stairs.
- External caterers can be arranged by clients with no added charge providing the group is hiring room 1. William Morris House doesn't provide catering so all logistics are the responsibility of the client as is the external caterer. We can recommend a local establishment.
- Clients cannot sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policies relating thereto.
- There is no guaranteed client storage at William Morris House. The House Manager reserves the right to remove or discard any items left at the house at their discretion. If items left at the house are damaged or discarded, the liability is with the client and not the house.
- Audio Visual equipment is available for an additional charge in Room 1 only. It must be pre-booked and only used by technically efficient clients. Training can be provided with 7 days notice. Its use can't be guaranteed if requested on the same day as a booked session.
- Clients shall protect the building by ensuring that all windows are shut and that relevant equipment and lights are switched off and where necessary locking the front door. If there is any uncertainty clients can refer to one of the rotas situated around the house which states who is the last group to leave the house on any given day.
- The Management committee reserve the right to alter the Terms and Conditions at their discretion and without notice.