

## **William Morris Meeting Rooms Terms & Conditions for the Hire of Rooms**

- Rooms are available to book between 8.00 a.m. and 11.00 p.m.
- 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 in line with good Health and Safety practice.
- Payment for the hire of rooms must be made in advance, unless other arrangements are made with the House 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.
- 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 not available at William Morris House. Clients are welcome to provide their own equipment and if they do the House takes no responsibility for any loss or damage whilst on the premises.
- 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.
- Permission should be sought for the distribution or display of any promotional material in the House and on its notice boards.
- It is the responsibility of the Client to ensure that all children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness or damage occurring. You are required to carry full liability insurance for this.
- Disclosure & Barring Service (DBS) checks are required by anyone who works or volunteers with children or vulnerable adults. Clients must complete DBS checks before allowing their employees to work in a Regulated Activity with children or vulnerable adults to ensure they haven't been barred from doing so. When a Client makes a room booking they are at the same time declaring that the appropriate DBS checks have been made when working with children and vulnerable adults.
- The Management Committee reserve the right to remove any client booking at any time.
- The Management Committee reserve the right to alter the Terms and Conditions at their discretion and without notice.

**Caspar Osborn**  
House Administrator

**Paul Parkinson**  
Hon Secretary

July 2018