

## **Hastings Trust's Meeting Room/Display Space Conditions of Hire**

The organisation hiring the meeting room/display space shall be responsible for ensuring that these conditions are complied with in all respects.

The premises to be hired are part of Hastings Trust and consist of a meeting room or rooms, resource centre toilet and entrance hall/lobby.

### **The Hirer Agrees:-**

Tables and chairs can be moved to suit requirements, but must be put back as found.

To keep all areas clean and tidy

Should the hirer be hiring outside of normal hours they will be held responsible for the security of the building whilst using a Hastings Trust meeting room or rooms. They will:

- Ensure that the main front door is kept locked at all times and is not left 'on the latch' for further access.
- When the Resource Centre is closed, inform their members / guests to press the bell to gain entry to the 1st floor meeting room. It is up to the Hirer to let members / guests into the building.
- Ensure that there is no intrusion or hindrance to any other activities taking place elsewhere in the building.

Cancellation requires 24 hours notice, otherwise they will be charged for the full amount.

To compensate Hastings Trust for any damage or theft caused during the period of hire or as a result of any breach of this agreement.

To ensure that all persons using the premises are aware of the site fire appliances and emergency exits and to take all proper precautions for the prevention of accidents to any of your members / guests.

The Hastings Trust reserves the right to cancel this agreement, and in that event to return any fees paid to the hirer.

The Hastings Trust's Meeting Room is situated on the first floor and is accessible by stairs; therefore any disabled persons or group should contact the Trust for possible alternative venues.

- Facilities for meetings, workshops, seminars & training, etc for up to forty people.
- Equipment such as overhead projector, flipchart stand and video etc can be hired on request. You are required to provide your own flip chart pad.
- If you need additional or alternative space the ground floor of the resource centre is available for hire (evenings only- for more information please enquire at the Trust).

**BOOKING FORM FOR HASTINGS TRUST MEETING ROOM/DISPLAY SPACE**

**Charges for the Hasting Trust Meeting room**

Voluntary Organisations:	half day £15	whole day £30
Statutory Organisations:	half day £20	whole day £40
Private Organisations:	half day £35	whole day £60

For evening meetings & Saturdays an extra charge of £5/£15 will be made to cover care-taking costs.

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**Meeting Room/Display Space Booking Form - please complete section and return to The Hastings Trust The America Ground, 35 Robertson Street Hastings TN34 1HT Tel 01424 446373 Fax 01424 436740**

Contact name or hirer..... Name of organization.....

Address .....

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.....Telephone number.....

Date (s) required ..... Time (s) required .....

Number attending .....

Special requirements or equipment:

Hire charge agreed.....

I declare that I have read and agree to meet the hire conditions set by the Hastings Trust.

Signed:..... Date:.....

**IMPORTANT** PLEASE ENCLOSE CHEQUE WITH BOOKING MADE PAYABLE TO:  
*HASTINGS TRUST RESOURCE CENTRE*

**HASTINGS TRUST USE ONLY**

Booking Authorised by \_\_\_\_\_ Date \_\_\_\_\_  
(If Applicable)

Charge to \_\_\_\_\_  
(If applicable)

Booking Agreed by \_\_\_\_\_ Date \_\_\_\_\_  
(Resource Centre project development co-ordinator)