

## **Hastings Trust's Meeting Room Conditions of Hire**

The organisation hiring the meeting room 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, toilet and entrance hall/lobby.

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

The Hirer Agrees:-

- To keep all areas clean and tidy
- Ensure that all users use the main front door.
- Ensure that there is no intrusion or hindrance to any other activities taking place elsewhere in the building.
- 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 their members/guests.

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

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 only by stairs, therefore any disabled persons or group who feel this is not suitable for their needs may contact the Trust for possible alternative venues.

### **The meeting room comprises**

- 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 subject to availability (please contact the Trust to discuss your requirements)

**BOOKING FORM FOR HASTINGS TRUST MEETING ROOM**  
**Charges for the Hastings Trust Meeting Room between 9.30am – 4.30pm**

Voluntary Organisations:    half day £35    whole day £55  
Statutory Organisations:    half day £35    whole day £55  
Private Organisations:       half day £60    whole day £90

Tea/Coffee are included

For early morning, evening and weekends an extra charge of £5/£15 will be made to cover caretaking costs. (early morning, evening and weekend hire is subject to staff availability)

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**Meeting Room 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 organisation.....

Address.....

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

Email: .....

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*

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**HASTINGS TRUST USE ONLY**

Booking Authorised by \_\_\_\_\_ Date \_\_\_\_\_