



Healthworks

the community health charity

The Lemington

Newcastle upon Tyne NE15 8RZ Tel: 0191 264 1959

Centre, Tyne View,

The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne NE4 8BE Tel: 0191 272 4244

Room Hire

Terms and Conditions

Anyone confirming a booking to hire rooms at Healthworks is also agreeing to abide by the following terms and conditions. The Terms and Conditions should be read and understood by all facilitators at the time of booking. The information should be read and understood by all persons responsible for the event at Healthworks.

1. Bookings and charges

- I. Please complete and return the booking form to secure your booking at Healthworks.
- II. All bookings are considered provisional until a completed and signed Room Booking Form has been received by Healthworks. If Healthworks do not receive a completed booking form within 7 days the provisional booking will be withdrawn and Healthworks reserves the right to re-let the facilities.
- III. Once a signed version of the Room Booking Form has been returned the cancellation policy will apply and confirmation will be sent to the hirer.
- IV. All applicants must be twenty-one or older and proof of identity may be required.
- V. Rooms can be booked hourly, full or half day sessions. Exact times and charges will be agreed at the time of booking.
- VI. All sessions outside normal opening times will be charged at a higher rate.
Normal operating timings: Mon-Thurs 08:00 – 20:00, Fri 08:00 – 20:00, Sat 09:00 – 13:00
- VII. All sessions finishing later than the agreed time will be charged for an additional session.
- VIII. All reductions to full rates will be at the discretion of the Healthworks senior managers.
- IX. All bookings with prior agreed credit facilities will be invoiced.
- X. Healthworks retains the right to change room reservation to another room to allow for essential maintenance.
- XI. Any cleaning or repair due to misuse or damage of the room or equipment will be chargeable.
- XII. That any booking that is considered unsuitable or unable to facilitate may be refused.
- XIII. Where possible Healthworks staff will set up the room to the specification of the hirer. However, this may not be possible for evening and weekend bookings, and hirers should allow for sufficient set up time when making a booking. If no instruction is received from the hirer then rooms will not be set up.
- XIV. Please note: We do not charge VAT on room bookings, however we do charge VAT on refreshments.
VAT registration: 621476746

2. Cancellations

- I. Non-cancellation: failure to cancel a booking will result in hirer being charged in full.
- II. Room booking cancellations should be made seven days prior to the date of the booking. Cancellations made with less than seven days' notice will be subject to a cancellation charge equal to 50% of the hire cost.

3. Health & Safety

- I. Please be aware of fire regulations/exit points from the premises and location of nearest fire extinguisher and first aid box.
- II. The number of participants given on the booking form must not exceed the maximum room occupancy.

- III. Healthworks reserves the right to request proof of identity from any person attending the meeting rooms and to require all attendees to display a security badge. Admission to the building may be refused if the staff of Healthworks deem it necessary.
- IV. Healthworks will not accept deliveries of goods for an event unless this is pre-arranged by the Hirer.
- V. It will remain the responsibility of the facilitator to ensure all delegates sign in/out.
- VI. The hirer or person in charge must keep an adequate record of those in attendance and be able to account for all their participants in the event of an evacuation.
- VII. Corridors and emergency exits must not be obstructed. Furniture or equipment belonging to a hirer must be kept within the room(s) hired. Groups requiring a waiting area may use the Reception Foyer, Cafe or book a separate room; corridors must not be used for this purpose.
- VIII. Preparation of food on Healthworks premises is permitted only by prior agreement with the Healthworks senior managers. Where this has been agreed, the preparation must comply with all food hygiene legislation.
- IX. All electrical equipment shall comply with the Electricity at Work regulations 1989. Healthworks disclaims responsibility for all claims and costs arising out of non-standard equipment.

4. Car parking

- I. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Centre. Public parking is available but not solely for use of Healthworks patrons. Users of the Centre should avoid undue noise on arrival and departure.
- II. Healthworks cannot accept responsibility for damage to, or the loss or theft of, Centre users' property and effects, theft of vehicles and possessions.
- III. Bicycles may NOT be brought into the building, nor may they be secured to the handrails outside. (Cycle parking facilities are available.)

5. Marketing & Publicity Guidelines

- I. Healthworks logo may not be used in connection with any hire, unless directly commissioned by Healthworks.
- II. No images of Healthworks may be used without the approval of Healthworks.
- III. Unauthorised use of photographic and recording equipment is strictly prohibited.
- IV. Location can only be listed as Healthworks, The Lemington Centre, Tyne View, Newcastle upon Tyne NE15 8RZ or Healthworks, The Health Resource Centre, Newcastle upon Tyne NE4 8BE

6. Licenses & Insurance

- I. Hirers must be aware of and are responsible for the payment of any fees for performing rights, licenses or copyright permissions linked to their meeting, performances, exhibitions or presentations.
- II. The hirer confirms that they have adequate insurance in force for all liabilities which could arise, including death or personal injury to third parties or damage to Healthworks property or the property of others, arising out of their occupation and activities while at the premises.
- III. Where the booking involves children or vulnerable adults, the hirer is responsible for their safety and for obtaining the necessary DBS clearances for those taking responsibility for the event.
- IV. The hirer is responsible for obtaining any local authority or other licenses necessary in connection with the booking and for complying with all statutes and local government regulations in connection with the use of the room(s).

7. Smoking

- I. Healthworks operates a Smoke Free Workplace. Hirer and attendees must comply with Healthworks Smoke Free policy.

8. Liquor

- I. No intoxicating liquors are permitted to be bought or sold on any part of the premises.
- II. Attendees under the influence of alcohol or drugs may be refused admission.

9. Betting, Gaming and Lottery

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

10. Recorded Music Licence

- I. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd. (PPL) and if so, obtain one.

11. Television

- I. Healthworks does not have a 'Public Video Screening Licence (PVSL)' and hirers cannot show motion pictures, cartoons etc. without first discussing with the Healthworks senior managers.
- II. Healthworks does not have a valid TV licence.

12. Animals

- I. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Healthworks. No animals whatsoever are to enter any Food Preparation rooms at any time.

Main office: Adelaide Terrace, Benwell, Newcastle upon Tyne, NE4 8BE Tel: 0191 272 4244

Registered Charity no: 1040370 / Company Ltd by Guarantee no: 2952583 VAT registration: 621476746

Patron: Professor Sir Michael Marmot

www.healthworksnewcastle.org.uk