

FOUNDATION HOUSE MEETING ROOMS - BOOKING TERMS AND CONDITIONS

1. RESPONSIBILITIES OF EVENT ORGANISER

- Every booking requires an Event Organiser (Organiser) who will confirm the details and accept full responsibility for the hired space and any attendees during the hire period – if they will not be present at the event they must nominate another contact, the Event Host (Host) to be responsible on the day/s*.
- The Organiser/Host will be responsible for ensuring that these Terms and Conditions are met during the booking period
- The Organiser will be responsible for any costs and charges relating to the booking
- The Organiser/Host will undertake a Health and Safety induction
- The Organiser will confirm accurate event attendee numbers to the Foundation House Team (FHT) in advance and will ensure that this number is not exceeded
- The Organiser/Host must be able to manage any emergency procedure
- The Organiser/ Host must take responsibility for the welfare of all attendees to the session(s)
- The Organiser/Host must follow appropriate procedures in the communal areas

2. RESPONSIBILITIES OF FOUNDATION HOUSE

- An FHT Member will confirm the hire period and all charges in advance, including any penalties for damage or loss during the hire period
- An FHT Member will meet the Organiser/Host and give them an induction to Foundation House including a Health and Safety induction
- An FHT Member will ordinarily be present at the start and end of the hire period to ensure access and departure from the building

3. HEALTH AND SAFETY

- An FHT Member will be responsible for providing the Health and Safety induction to the Organiser/Host and confirming that they fully understand the procedures including Emergency Evacuation Procedures (EEP). It is the Booking Organisation's responsibility to make sure that a Personal Emergency Evacuation Plan (PEEP) is completed for any guests with additional needs.
- The Organiser/Host will be responsible for communicating Foundation House Health and Safety policy and procedures, including the Emergency Evacuation Procedures (EEP), to everyone attending their event
- The Organiser must complete an Event Attendance Register at the start of the event so that they can evacuate all attendees safely
- Smoking and the use of e-cigarettes/vaping and the use of illegal and recreational drugs is prohibited in the building
- Fire escapes must be kept clear at all times
- Doors should not be propped open at any time for security and fire safety reasons

- No equipment or materials should be brought into the building without prior permission from the FHT. All electrical equipment that is brought into the building must be PAT tested

4. SAFEGUARDING

- It is expected that all organisations using Foundation House should be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Organiser should be able to provide a copy of their safeguarding policy to the FHT.

5. CLEARING UP

- The Organiser/Host must return the space to its original state immediately after the event and before the end of the hire period
- All washing up must be done and any rubbish should be put in the bins provided
- Failure to clean-up will result in any cleaning charges being passed to the Organiser or risk future events being declined

6. INSURANCE

- It is the responsibility of the Organiser to insure against theft, loss or damage of equipment, or personal injury to themselves, or any individual or group, for whom they are responsible whilst using Foundation House. Stratford Town Trust (STT) will not be held liable for any claims in respect of damage, loss or injury other than those arising out of an act of omission by STT
- The Organiser should make their own arrangements to ensure that their event and activities are appropriately risk assessed and have adequate insurance cover. Proof of Public Liability Insurance may be required by the FHT prior to the event

7. ALCOHOL

- The consumption of alcohol on the premises must be agreed in advance
- The Organiser/Host must hold an appropriate licence for the consumption of alcohol at the event and must present a signed copy of the licence agreement to the FHT in advance

8. BREACH OF TERMS

- In the unlikely event of any breach of terms and conditions, STT reserves the right to terminate the event with immediate effect and withhold any funds in order to cover any costs incurred

9. CANCELLATION POLICY

- Either party has the right to cancel the event with 14 days' notice.
- If the Organiser cancels with less than 14 days' notice their organisation will be charged 50% of the booking fee

10. PAYMENT

- Payment in full is required at the time of booking
- An additional security deposit may be requested from first time hirers

- If there is substantial damage (above and beyond normal wear and tear), then all rights are reserved in terms of recovering the costs from the event organiser or the organisation that hired the facility.