

## **Priory Street Centre, 15 Priory Street, York, YO1 6ET**

### **Terms and Conditions of Hire**

#### **SAFETY REQUIREMENTS**

All conditions relating to the granting of the Centre's premises licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
2. Nothing should be placed over emergency exit signs
3. Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose.
4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to Priory Street Centre Manager.
5. No activities involving danger to members of the public are permitted.
6. No highly flammable substances shall be brought onto the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected without the consent of York CVS.
7. No unauthorised heating equipment should be used on the premises.
8. York Priory Street Centre Manager shall be notified of any accident or injury occurring in the building.
9. All electrical equipment shall comply with the Electricity at Work regulations 1989. York CVS disclaims responsibility for all claims and costs arising out of non-standard equipment.
10. **YOU MUST NOT EXCEED THE MAXIMUM CAPACITY FOR THE BUILDING AND ALL HIRERS MUST READ THE FIRE EVACUATION PROCEDURE**

Main Hall 200

Denham Room 100

Clementhorpe Room 60

Foxwood Room 18 (or 36 standing without furniture)

Fishergate Room 19 (or 38 standing without furniture)

- **BOOKINGS and CANCELLATION**

Bookings are provisional until confirmed in writing via our booking form or by email – 50% deposit is payable in advance by new clients and for conference bookings over

£500.00. Hirers must state the number of participants and the purpose of the event, which must meet the charitable objectives of York Council for Voluntary Service. All bookings are at the discretion of York CVS.

Cancellations are subject to the following terms.

Cancellation 21 days prior to event = No Charge

21 – 7 days = 50% Charge

7 days or less = 100% Charge

Where possible we try to re-book rooms in whole or part to negate any cancellation charges.

There is a minimum room hire period of three hours

The Daily Hire Rate is 9am-5pm

Evening Hire Rate is 6pm-10pm

Hirers should allow for sufficient set up time when making a booking.

Hirers must confirm that the information on the Booking Confirmation is correct at the time of issue and any alterations should be made as soon as possible.

Hirers must lock rooms after use or when left unattended.

Hirers agree to indemnify the Trustees of York Council for Voluntary Service in the event of any loss or damage to York CVS premises or contents in the event of any claim for damages being made for bodily injury or damage to property arising out of my/our use of the premises.

Hirers consent to the contact details above being held on the Y&NY IC VCS Database

Where possible York CVS 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.

- SUPERVISION

1. The hirer or person in charge must be over 18 and shall be on the premises for the entire period of hire or duration of activity. The person in charge should not be engaged in any activity that prevents them from exercising effective supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of them less than 18 years of age, on duty.

2. All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire fighting equipment available.
3. 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.

- INTOXICATING LIQUOR

1. No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission of Priory Street Centre Management, whose consent must be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

- BETTING, GAMING AND LOTTERIES

1. 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.

- RECORDED MUSIC LICENCE

1. 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.

- STORAGE

1. No equipment or materials may be stored on the premises prior to or after the hire period without permission from York CVS.

- NUISANCE

1. Litter shall not be left in or about the Centre premises.
2. Publicity and posters should not be fly posted or displayed on lampposts around the city.
3. Except in the case of trained guide-dogs or other working animals used to assist disabled people, animals shall only be permitted on the premises by permission of York CVS.

Hirers and organisers of events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property. The permitted hours

that the premises may be used for entertainment are Monday – Sunday 9am – 23.30pm

### **Evening and Weekend Booking**

It is the responsibility of the hirer to collect keys to the building during office hours on the day of the hire, or on a Friday for a weekend booking. York CVS reception, open hours are 15 Priory Street. Office hours are 9am - 4.30pm.

Keys must be returned promptly to CVS reception (15 Priory Street) at the end of the hire period and placed through the CVS letterbox, which is located on the door to the left of the main entrance.

Persons using the Centre must ensure that the building is adequately secured and that the lights are turned off before leaving.

York CVS cannot be held responsible for any loss, damage or theft of property and effects of persons using the Centre.

**PRIORY STREET CENTRE IS A NO SMOKING VENUE**

Staff telephone numbers are provided for emergency use only and we reserve the right to charge a £25.00 call out fee in the event that you are deemed responsible for a key holder having to attend the building. If you call any number then we will endeavour to sort out minor problems over the phone, however, please remember that staff are being called outside their normal working hours and do not provide a general customer service line.