

## Terms for letting room at Newton's Place

1. The amount of the letting fee is approved by the approved schedule of charges applicable at the date the accommodation is used. The current letting fee will be payable via invoice and must be paid within 30 days of date of invoice.
2. The Booking Manager may be obliged to change the room allocated in the interests of all the users of the Centre. This contingency arises rarely and the hirer may cancel the booking if the room offered is unsatisfactory.
3. By booking accommodation, the individuals responsible undertake to meet the cost of any damage caused by them, or by their relevant organisation, to the structure, the equipment or contents of the Centre.
4. No dogs or pets may be brought into the Centre.
5. All persons entering the Newton's Place must use the accommodation and its contents in a reasonable manner bearing in mind the other users of the premises and if they do not do so, may be requested by the staff to leave forthwith.
6. No person may attempt to alter the settings of the central heating installation or interfere with electrical or other fittings.
7. Where furniture is required, every endeavour will be made to leave it available in the relevant room.
8. All hirers must leave at the appropriate time for closing the Centre.
9. All persons using Newton's Place do so at their own risk and the Newton Abbot Town Council, its Officers and employees accept no liability whatsoever for any personal injury, however caused, whilst in Newton's Place or its surrounding land or approaches.
10. Newton Abbot Town Council shall not be responsible for any equipment, money, valuables and other belongings brought into the building by any person. All such items are used in the building entirely at the risk of the owner.
11. **Individuals signing the booking form (a) do so on their own behalf (b) confirm they are authorised to sign on behalf of the organisation (if any) shown as the hirer overleaf and (c) acknowledge they are personally responsible for the payment of the hire charge in the event of this not being paid by the organisation.**
12. **Individuals signing the form accept nomination as the appointed person (or undertake to notify the Booking Manager in good time of an alternative nominee) for the following purposes:-**
  - (a) to be present during the period of hire to ensure the conditions of hire are satisfied and to be clearly identifiable to a member of the Group**
  - (b) to ensure that all exit doors are unlocked**
  - (c) to ensure all internal routes to the exit doors are unobstructed and a safe assembly point has been established outside the building in case of fire**
  - (d) to ensure appropriate general lighting is switched on and all exit signs are illuminated**
  - (e) to ensure there is no smoking inside the building and the group activities do not endanger those present**
  - (f) the hirer must produce copy of any Music or Alcohol licence if necessary**
  - (g) to ensure the volume of amplified sound is reasonable in the circumstances and the use of the premises does not cause disturbance to nearby residents and passers-by**

**(h) to be aware of the position of fire alarms, fire extinguishers, first-aid box and the public telephone for emergency 999 calls**

**(i) to notify the Manager as soon as possible of any accident, that to their knowledge, has occurred to any person using the building.**

**(j) to ensure that adequate first-aid provision is given for groups where the activities undertaken give rise to significant risks.**

## **HEALTH & SAFETY**

1. Hirers and those responsible for groups must ensure that they are fully familiar with emergency arrangements, notably in relation to fire and evacuation, should the need arise.
2. No dangerous or inflammable substances may be brought into Newton's Place.
3. No electrical equipment may be connected to any power point without the express permission of the staff of Newton's Place.
4. Smoking is not permitted inside the building.
6. Those hiring facilities are required to ensure appropriate first-aid provision.