

ROOM HIRE AGREEMENT AT THE STATION HOUSE

The term 'hirer' refers to any voluntary group, community or public service organisation, business or single person

Bookings

1. The hirer, whether a community organisation, business, or individual, agrees to pay the correct room rate at the time of payment.
2. The name at the time of booking will be deemed to be 'the hirer' for matters relating to the booking, and if this responsibility changes, the new person's details will be provided before the hire period and they will take on responsibility for this agreement.
3. The following restrictions apply:-
 - Rooms cannot be booked by anyone under the age of 18;
 - Unaccompanied use of rooms is not allowed under the age of 18, except when a supervised 'homework club' is available to children 11-17 years;
 - Children 17 years and under using The Peto Room for personal and research purposes, must be accompanied by a responsible adult;
 - The Easterling Room is not available to hire for parties involving children (17 and under) without a responsible adult being present throughout the booking;
 - Station House management reserves the right to refuse a booking at its own discretion;
 - With the exception of guide dogs, no other animals are allowed into the meeting rooms;
 - No alcohol or smoking (including e-cigarettes) is allowed in any of the meeting rooms;
 - Rooms cannot be booked for political rallies or demonstrations, for purposes forbidden by law, or to an organisation or individual banned by law;
 - On making a booking, the hirer agrees to comply with this agreement.

Payment

Unless invoicing has been pre-arranged, payment is made on arrival before use, by cash, cheque or card.

Cancellation

A full refund is available up to 14 days before the booking.

Car park

The car park is jointly owned and managed by Suffolk County Council and Greater Anglia and is used at the car owner's risk.

On arrival

The hirer agrees:-

1. To supply a list of participating names for fire safety.
2. Not to use any form of blutac or pins on the walls. There are picture-hanging rails in all the meeting rooms and flip charts are available.
3. To inform the Station House staff if you are planning to use any Station House presentation screens or computers. The hirer agrees to read the use of computers guidance available in each room.

Safety and security

The hirer agrees:-

4. To familiarize themselves with all guidance and safety notices in the room and ensure everyone attending the activity is aware of how to lock/unlock the doors to the room.

5. To ensure the safety and security of people attending the group's activity and Station House property.
6. To ensure that all participants understand the Station House's FIRE EVACUATION POLICY. When the fire alarm sounds everyone should immediately evacuate the building, without using the lift, and congregate at the Fire Assembly Point by the front of the main car park entrance. No one should attempt to re-enter the building until authorized by the Fire Service or Station House staff.
7. To appoint people to ensure that all those with limited mobility attending the group's activity, can leave the building safely if the fire alarm is triggered.
8. Hirers running events at the Station House for which they use their own staff and equipment ensure that:-
 - Legal permissions/licenses to use copyrighted material have been obtained;
 - They have the correct insurance cover;
 - They hold appropriate DBS certificates if working with children or vulnerable adults;
 - Electrical appliances have current PAT test certificates.

Using the meeting rooms

The hirer agrees:-

9. To respect all Station House property, and immediately inform Station House staff of any accidental damage;
10. To respect people using other rooms;
11. Not to use the IT equipment, room or building for any purpose that is illegal under current law.

At the end of the hire period

The hirer agrees:-

12. To leave the room(s) tidy, removing or putting all rubbish in bins, and returning all furniture and equipment to positions as they were found.

Refreshments

Light refreshments can be arranged in advance for The Easterling Room. Please ring to discuss.

The responsibilities of the Station House management are to:-

- Ensure the room is ready for hire;
- Refuse to hire a room to any person it believes to be under the influence of drugs, or alcohol, or who it reasonably believes intends to use a room for illegal purposes;
- The Station House management cannot accept responsibility for, or loss or damage to, hirers' personal belongings and equipment whilst at the Station House.