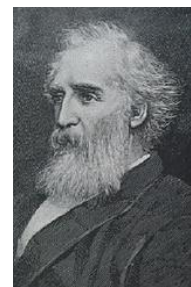


# Passmore Edwards Institute

Registered Charity #268429

13-15 Hayle Terrace, Hayle, TR27 4BU



## ROOM HIRE TERMS AND CONDITIONS

The Passmore Edwards Institute (PEI) is a resource for community groups and we would like you to feel very much at home here. In order that all groups using the building know what is expected of them, and all can enjoy the facilities here to the full, we require you to accept the following conditions of use. On first use, each organisation is required to have an authorised officer sign and return a copy of these terms and conditions, thereby accepting them.

- (1) **Regular or occasional bookings** may be accepted from approved organisations but the PEI management reserves the right to cancel individual bookings if it is necessary to accommodate special events (in such cases reasonable notice will be given).
- (2) **Rooms.**
  - Passmore Edwards Room, Downstairs
    - Boardroom table seats 16, plus seating for an additional 12.
    - Ideal for business and community meetings. Approx. 7.5m x 5.5m.
  - Silvanus Trevail Room, Downstairs
    - Chairs and tables for 40. Suitable for informal meetings, arts & crafts, etc.
    - Adjacent to kitchen. Approx. 7.5m x 5.5m
  - Denis Hollow Room, Downstairs
    - Newly refurbished. Suitable for meetings, exercise, dancing, etc.
    - Approx. 7.5m x 5.5m
  - Trevithick Room, Upstairs
    - With raised platform. Can seat 100 for lectures and large meetings, or for use as an exercise room. Approx. 13m x 5.8m. No disabled access.
  - Harvey Room, Upstairs
    - For groups of up to 20 for meetings, interviews, etc.
    - Approx. 6m x 3m No disabled access.
  - Tyringham Room Upstairs
    - For small meetings, interviews, etc. Approx. 4m x 3m. No disabled access.
- (3) **Booking Sessions.** The building is normally booked in sessions (morning, afternoon and evening) although variations can be permitted at the discretion of the Bookings Manager. Sessions times are:

Morning:	0830-1230
Afternoon:	1300-1700
Evening	1800-2200
- (4) **Deposits.** In the case of an occasional booking the hire charge may be requested in advance. Occasional bookings may also be required to pay an additional refundable deposit equal to the total hire cost. This will be returned to the hirer after the event provided that the event has been run in accordance with our terms and conditions. Please indicate whether you require written confirmation of your booking: should you do so, please attach a stamped addressed envelope. Fees are reviewed periodically, and any hire charge alterations will be notified at the time of booking.
- (5) **Cancellations.** Any cancellations must be made no less than one week before the date of the booking or the normal charge will be levied.
- (6) **Payment.** Payment must be made within 14 days of the usage unless other arrangements are made.
- (7) **Booking Times.** When making your booking please ensure that you have allowed sufficient time for preparation and clearance of equipment from rooms. Any additional costs incurred by extra caretaking will be charged to the hirer. We also reserve the right to charge compensation if other groups are inconvenienced.
- (8) **Security/Loss or Damage.** PEI management takes precautions towards the safety and security of the buildings, however we cannot accept responsibility for any damage to or theft of personal belongings brought onto the site. Please report any loss or damage to the Bookings Manager or Building Manager.

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Chairman: Terry Pinnington, 13 Tredrea Lane, St Erth, Hayle, TR27 6JS. 01736-752077

Secretary/Building Manager: Esme Jelbert, 6 Gwel Tek, St Mary's Gardens, Hayle, TR27 4QN. 01736-752696

Bookings Manager: Denis Hollow, 70 Hayle Terrace, Hayle, TR27 4BT. 01736-756055

- (9) Drawing pins, sellotape, Blu Tac and such materials should not be fixed to walls or woodwork. When moving furniture or equipment around please take care not to damage the walls or flooring – and **ensure that items are returned to their original position after use**. Users must accept financial responsibility for any loss or damage caused by their group to the property and equipment, and pay for any breakages.
- (10) **Cleaning and Furnishings.** While PEI management is responsible for general cleaning of the building, our staff who open and close the building **are not responsible for the preparation of rooms for activities, or for clearing up the rooms after use**. Hirers are responsible for clearing and sweeping the areas they have used, placing the rubbish in dustbins, and removing all articles and equipment brought onto the premises. Please close any windows that have been opened and turn off all lights before leaving the building. Ensure that rooms are locked as you leave. Furnishings should not be taken outside the building or moved from one room to another without permission. Tables should be wiped clean; chairs and tables that have been moved should be returned. Any spillages or stains on carpets or upholstery should be mopped with dry cloths to soak up the spillage before any attempt is made to remove; any spillages on the hard floors should be wiped up immediately. We reserve the right to pass on the hirer any costs for professional cleaning.
- (11) **Child Protection.** Anyone over 18 who has any contact with children or vulnerable adults while using our building needs to have appropriate background checks. Groups hiring the building are expected to take responsibility for this and to notify the Bookings Manager that such an event is taking place.
- (12) **Toilet, Cloakroom and Kitchen Facilities.** Hiring does not, unless indicated, include exclusive use of toilet, cloakroom and kitchen facilities. There are supplies of crockery and cutlery, and there are kettles, teapots and urns, which may be used by arrangement. Hirers are expected to leave all surfaces, sinks and cookers thoroughly clean. The person signing the booking form is responsible for ensuring that any use of the catering facilities complies strictly with the Health and Safety Regulations. Hire of the kitchen facilities will be charged separately.
- (13) **Fire Precautions.** Please be sure to read and observe the fire notices. Please do not obstruct the fire exits in any way.
- (14) **Heat Conservation.** In the winter months, the exterior doors and windows of the building must be kept closed, and curtains drawn, to conserve heat.
- (15) **Alcohol.** PEI is not licensed for the sale of alcohol. Any proposed use of alcohol on the premises must be discussed with the Bookings Manager before the booking is accepted.
- (16) **Smoking** is not permitted anywhere within the building.
- (17) **Noise/Music.** We are situated in a residential area. To minimise inconvenience to our neighbours and other users of the building any proposed use of loud music will only be allowed at the Bookings Manager's discretion. Please make every effort to avoid noise in the car parks and the surrounding area in the evenings.
- (18) **Parking.** Any parking in the area to the sides and rear of the building must not obstruct access by other vehicles. Parking at the front of the building is not permitted. We advise you not to leave valuable items in your vehicle.
- (19) **Failure to Comply.** In the event of these terms and conditions not being adhered to, the Bookings Manager reserves the right to charge for any expenses incurred. The hirer will also be billed for the amount of the letting. If the room is left in an unsatisfactory condition the Bookings Manager will make a charge for cleaning or repairs.
- (20) **In an emergency** contact:

Booking Manager:	01736-756055
Building Manager:	01736-752696

Finally, if you find any problem with the building, or have any suggestions to make about how we may improve the facilities, please speak to the Bookings Manager or the Building Manager. We hope that you enjoy your time in the Passmore Edwards Institute; a grade II listed building opened in 1896.

Please make cheques payable to "*Passmore Edwards Institute*".

08/03/2009

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