



## The Green House Meeting Room Bookings

### Meeting room facilities

Size	3.8m x 6.1m
Capacity	Maximum 10 people board room style / 14 people theatre style
Rates	£15 per hour / £50 per half day (4 hours) / £100 per day (8 hours)
Facilities	<ul style="list-style-type: none"><li>• 3 tables and 16 chairs</li><li>• Wi-fi</li><li>• Flipchart paper and stand</li><li>• Small kitchenette with tea and coffee making facilities</li><li>• Separate entrance (with step-free access)</li></ul>
Parking	There are no parking facilities at The Green House. Metered street parking is available on Thomas Street and other neighbouring roads.

### Access

Standard access hours are 8.45am-5pm, Monday to Friday. We still consider bookings for outside of these hours, however additional arrangements for access and security will be discussed with you as part of the booking process.

### Concessions

Local community groups also qualify for a subsidised hire rate - £12 per hour/ £40 per half day/ £80 per day. To request this please include details of your group when submitting your booking enquiry.

### The booking process

To request a booking please complete our online enquiry form at <https://the-green-house.org.uk/hire-our-meeting-room>. Our team will check the room's availability and follow up to discuss any additional questions. You will receive a link via email to confirm your booking where you will need to make the booking payment (in full) and agree to our Terms and Conditions (listed overleaf).

### Cancellation policy

If you need to cancel your booking for any reason, please give as much notice as possible. Please cancel in writing by emailing [info@the-green-house.org.uk](mailto:info@the-green-house.org.uk). The following charges apply on cancellation:

- More than 4 weeks' notice = full refund
- Less than 4 weeks' notice = no refund

Should you wish to re-schedule the booking for another date within 3 months of the original event, no charge will be incurred. We allow a booking to be rescheduled only once; after this the above cancellation policy will apply.

We reserve the right to cancel your booking if necessary for operational reasons (e.g. building works). In the very unlikely event that this happens, we will give you as much notice as possible and try to offer you a suitable alternative booking. If you choose not to make an alternative booking, we will refund your hire charge and booking fee in full but will not be liable to make any other compensation.



## Booking Terms and Conditions

These conditions apply to the Hirer on the booking form and any persons given access to the room by the Hirer or the Hirer's organisation during the booked session ("Room Users"). The Hirer is responsible for ensuring these conditions are complied with.

### **The Green House will:**

1. Ensure the room and facilities are available on the date and times agreed when the booking was placed.
2. Ensure our Emergency Fire Evacuation Procedures and relevant security procedures are provided.
3. Accept no responsibility for the property of hirers and visitors using the room. Personal belongings should be kept with the person at all times.
4. On some occasions require the Hirer to lodge a deposit. The deposit shall be held against loss of, or damage to, any of The Green House property, extraordinary cleaning charges or other extra costs incurred.

### **The Hirer agrees to:**

1. Provide full details of the event or activities for which the booking is made and any other information which The Green House may require.
2. Ensure the premises are not used for any unlawful purpose, or in any unlawful way, or do anything which may endanger the premises, their users or any insurance policies thereto.
3. Remain on the premises and take responsibility for the venue and all activities for the duration of the booking. The Hirer shall be responsible for any damage caused to the room, contents, or any other part of The Green House's premises by the Hirer or by any person using the facilities, whatever their capacity, during the hours agreed on the booking. In the event of any such damage being caused, the Hirer shall repay to The Green House the cost of making good the damage.
4. Not sub-let the premises on any occasion.
5. Strictly adhere to the times agreed when placing the booking, ensuring all room users promptly vacate the building at the end of the session.
6. Ensure the room is left in the same condition as it was found, with any dirty crockery washed and rubbish placed in the bin(s) provided.
7. Take responsibility for all safety arrangements during the booking period, familiarising themselves with The Green House's Emergency Fire Evacuation Procedures.
8. Carry out a risk assessment and obtain Public Liability Insurance (or any other relevant insurance) for all activities to be undertaken.
9. Obtain any licences which may be needed from the Performing Rights Society, the local authority or any other such body, and for compliance with the terms of those licences.
10. For any booking that will involve children and young people under the age of 18, ensure that attendees are accompanied and supervised by adults at all times.
11. Ensure that room users are aware that smoking is not permitted on the premises, inside or outside.
12. Ensure noise levels are contained to a reasonable level at all times so as not to be audible in any neighbouring premises or disrupt The Green House's therapy services.
13. Ensure that any electrical appliances brought onto the premises and used are in good working order and used in a safe manner.
14. Inform The Green House Operations Manager at the end of the booking session of any personal injury, loss or damage to the property.
15. If using the room outside of The Green House's working hours, The Hirer will ensure the premises are securely locked in accordance with the procedures explained during the booking process.