

Conditions of Hire – Please read carefully.

Electrical and AV equipment

When use of electrical sockets has been agreed, all equipment must be PAT tested.

(Portable appliance test certificate/Label -with all corresponding data)

Unless equipment was purchased in the last 12 months, proof of purchase may be requested.

We do not provide extensions or connector cables. All extension cables must be fully unrolled/extended to not exacerbate a fire risk.

All trailing wires/cables must be covered with an appropriate non trip ramp or protector and must not cause a trip hazard.

Where equipment/labour such as AV/sound /electrical/cabling is hired in, please see below regarding '**External companies/Equipment hire**'.

Safety check

We ask that you inform our Duty Manager when you are ready to begin your event to do a quick safety check round the room.

When you are ready to leave, please inform the Duty manager again and they will check the room with you upon departure.

Risk assessments & Event management plans

While we will provide a venue risk assessment to be considered upon planning; Customers should provide an event specific risk assessment for their activities or event ran in our venue. An event management plan (covering all Health and safety aspects) may be necessary for your event. Where this is requested, this should be submitted before your event to be approved before your event can go ahead.

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All schools/companies/professional visitors hiring the venue for an event should have their own Business/Public liability insurance valid on the day of the event.

External Companies/Equipment Hire

Any external or third-party companies (those who provide services such as inflatables/entertainment/coaching/discos/labour/bring external equipment in for use etc) we ask for them to provide up to date **PAT certificates**, relevant **insurances** (Including third-party Insurances), event/activity specific **risk assessment** documents for all activities/equipment to be used or brought into the venue. For inflatables we also require an **inspection report/certificate** dated within the last 12 months.

All documents should be sent to us before your event to be checked.

We recommend anyone working with children should have a valid DBS certificate (enhanced recommended)

Appropriate Supervision

Any children under the age of 18 must have appropriate supervision throughout their visit. Where appropriate, this should be taken into consideration for use of equipment and you may be expected to provide professional supervision from external companies.

Schools and clubs bringing children to the venue should have the appropriate ratio of adult to children. We reserve the right to impose numbers of ratio supervision depending on activities planned in the venue. All children must be supervised **at all times** when on the premises to include visits to WC's, Changing rooms & Vending Machines.

Fire Exit's and Space

Fire exits should be considered in all floor plans and have appropriate clearance to provide access to them (6m²).

Chairs, tables, or static equipment must have a comfortable space around for a walkway.

Food and Drinks

It is prohibited to bring any in food and drink into the premises. This includes packed lunches/drinks & snacks.

For all catering needs please ask and a quote will be provided. We ask that food and drinks provided by the venue are kept in agreed designated areas. We cannot cater for any dietary requirements, unless we receive details no later than 7 days in advance.

Tape use (Wall and Floor)

Tape or adhesives are not permitted for use in any hired room including the Sports/Events hall. Only special 'Conference Tape' or 'Frog Tape' is allowed, and this must be signed off by management before use as average tapes can stick and cause damage.

Set-up / De-rig

It is assumed that when hiring our Sports/Events hall that you will provide your own labour to set-up and de-rig your event; however, quotes can be provided for labour to set -up and de-rig. We can also provide a quote for the hire of tables and chairs. We need to know in advance if you choose to hire in any equipment from a third-party supplier. For event deliveries and pick up of equipment, please see the section below dedicated to this.

Cleaning & Waste Management

For all events, we expect rooms to be left in the same condition as found, the facilities should be ready for use by the next customer upon leaving. Any additional waste & cardboard (not including general waste in bins provided) should be taken away at the end of your booking. Any damage, additional cleaning or any additional waste left on the premises will be invoiced after the event. We are happy to give a quote for waste disposal in advance.

Vehicle access to venue

Cars and vans and up to 12seater Minibuses can arrive by usual Entrance (Washington Road 'Offices Entrance' SR5 3NS). Please inform us in advance if you intend to bring onsite any large Minibuses, Coaches or Delivery lorries as we need to arrange access with our Site Security for larger vehicles via Nissan Way, Nissan South Gate Security, 'Goods Entrance' SR5 3NY.

Deliveries & Pick-up of equipment

Should you wish to have anything delivered before or picked up after your event, arrangements must be made prior to delivery, and you must be onsite to accept delivery/have appropriate labour onsite to handle this. The venue will reject any unarranged deliveries and/or without someone from your event to accept. Please take care to arrange deliveries and pick-ups during arranged times or during set up/ de-rig of an event. We do not have storage facilities for any equipment before or after your booked event times.