



Durham Leadership Centre
Enterprise Way, Spennymoor, DL16 6YP
Telephone: 03000 263306/07 Fax: 01388 813554
email: dlc@durham.gov.uk



General Terms and Conditions of Hire

Please read carefully and sign the declaration before returning your booking form

The Hirer

- Every effort is made to ensure that your space is ready on time for you with your room requirements met and we would ask that you leave the space on time and in a reasonable condition as there may be another group ready to use the room.
- The hirer shall be responsible for ensuring that good order is kept within Durham Leadership Centre during the hire.
- The hirer must ensure that noise is kept to a reasonable level and hereby agrees to reduce the noise upon the request to that effect by any member of staff of Durham Leadership Centre.
- The hirer agrees to take all reasonable care of the premises and property therein and to make good all damage and loss caused to the premises or any property of Durham Leadership Centre. The hirer will be responsible for the cost of repairing and otherwise making good any damage caused to the fabric, fittings or equipment of Durham Leadership Centre.
- The hirer shall ensure that the delegates act in a proper and orderly manner and comply with all reasonable requests from Durham Leadership Centre staff. The management of Durham Leadership Centre reserves the right to terminate any booking during the period of occupancy in the event that the hirer failing to ensure the above, with particular reference to noise and disturbance or activities not properly conducted.

Parking

- Free parking is provided in the Education Development Centre car park, there are 168 car spaces plus overflow car park.

Waste Disposal

- At the end of the let the hirer shall be responsible for the safe removal of any waste materials leaving the area tidy.

Capacity

- Please refer to the DLC booking form for the capacity within each room. For Health & Safety reasons these numbers cannot be exceeded.

Fees and Other Charges

- For current fees and other charges please see additional price list.
- Provisional bookings will only be held for a period of 14 days without confirmation of a booking form.
- Office facilities such as photocopying, fax etc are subject to additional charges.
- Durham Leadership Centre reserves the right to charge a fee in the event of the cancellation of a booking. A rescheduled event could be made if it falls within one month of the original booking date. The cancellation fees are:

Notice Period of:	Charge:
More than 4 weeks	No charge
More than 2 weeks, but less than 4 weeks	25% of quoted fee
More than 1 week, but less than 2 weeks	50% of quoted fee
More than 48 hours, but less than 1 week	80% of quoted fee
Less than 48 hours	100% of quoted fee

- Durham Leadership Centre reserves the right to charge for any additional services requested during the occupancy or if the occupancy exceeds the agreed timings.

Security

- While every effort is made to maintain security within the building, Durham Leadership Centre cannot be held responsible for any damage or theft of personal belongings whilst they are in the building. If you require rooms to be locked when not in use please see Durham Leadership Centre staff.
- If you see any suspicious objects in the building please notify the Centre Manager or a member of the caretaking staff immediately.

Health & Safety

- Please read our Health & Safety notices and instructions on what to do in the event of a fire carefully. Please do not obstruct marked fire exits with any equipment or furniture. If you have any questions about these please contact a member of staff.
- It is the hirer's responsibility to ensure that their trainers are aware that if they aren't provided with their own Attendance Register they **MUST** use the one provided in the room. It is also the trainer's responsibility to ensure that the register is taken to the relevant assembly point to allow delegates to be accounted for in the event of a fire.
- Please report any damage to our building or equipment to a member of staff immediately as it may pose a Health & Safety risk to you or others in the building.
- Please note Durham Leadership Centre is not responsible for providing First Aid treatment for your event, or for completing risk assessments. If you require further advice about this please see the Centre Manager.
- Durham Leadership Centre is not responsible for insurance or managing your event in terms of Health & Safety but does reserve the right to stop an event if it believes the event is unsafe to the building or other groups.
- Due to fire regulations which became law in October 2006 Durham Leadership Centre must insist that all groups who have members with mobility problems consider themselves responsible for such person's evacuation during a fire.

Smoking

- DCC operates a strict non-smoking policy. Any delegates who wish to smoke must vacate the site.

We hope you enjoy your time with us, if there are any problems please do not hesitate to let us know.

I agree to the above terms and conditions:

.....
Date

.....
Signed

Please retain a copy for your records and return to Durham Leadership Centre, Enterprise Way, Spennymoor, County Durham, DL16 6YP, email dlc@durham.gov.uk, or fax 01388 813554.