

Terms and conditions of meeting room hire

Occupation:

This will be during the time stated and chargeable (if applicable) at the period of hire. Delivery of any equipment prior to any event outside the period of hire will not normally be permitted. Deviation from this will be at the discretion of the fire support services manager. Vacation of the premises will take place within the period of hire; failure to vacate premises at the agreed time will incur a supplementary charge.

Security:

The hirer and any personnel attending in relation to the hired business or room use will observe and comply with the premises security arrangements. Failure to do so will render any hire agreement (fee paying or otherwise) void and will require the offender to vacate the premises.

Should electronic door passes be issued to the hirer, they will be responsible for both their proper use and safe return. Lost passes will be chargeable at £10 each. Security of the hirer's belongings and equipment is the responsibility of the hirer. It is advised that the hirer ensures they carry adequate insurance. Northumberland Fire and Rescue Service will not be liable for any loss or damage incurred by the hirer, regardless of how it was caused.

Display:

No item of any sort may be affixed to the premises walls.

Use of meeting rooms:

No unlawful or immoral use is permissible. No sale of goods or services may take place on or within the premises without prior approval of the fire support services manager.

Health and safety:

Electrical equipment – any intended use of equipment must be specifically detailed at the time of booking.

Furniture:

Movement of furniture is not permitted. Any particular room layout requirements must be stated at the time of booking and every effort will be made to ensure this is provided.

Damage:

Any damage to furniture, fixtures, fittings and fabric of the premises other than normal wear and tear caused by a hirer must be paid for by the hirer.

Music:

Playing of music at a volume sufficient to disturb the occupants of an adjacent room is not permissible. Similarly, music playing for entertainment as opposed to that for demonstrative or presentation purposes is not permissible.

These conditions may be waived by the fire support services manager if the request of the hirer would not inconvenience another party.

Cancellations:

A £15 administrative fee will be charged if a cancellation is not made within five working days of the booking. Northumberland Fire & Rescue Service reserves the right to cancel bookings at any notice should the needs of the service require the accommodation. Any payment would be refunded in full if suitable accommodation could not be provided.

Food and beverages:

Food and beverages must not be brought onto the premises. Only food and beverages provided by Northumberland Fire and Rescue may be consumed.

If you would like to hire a meeting room, please contact us on 01670 621110.
Alternatively, please download and complete our booking/enquiry form and send to FireReception@northumberland.gov.uk