



Terms and conditions

The St John Ambulance training centre will endeavour to ensure that your event runs smoothly, and to do business in a straight-forward manner. These terms and conditions set out what we both can expect in relation to your booking.

General

St John Ambulance training centre is a NO SMOKING environment but ashtrays are provided in the designated area at the rear of the building.

Hirers must not allow more than the authorised number of occupants per facility to use the premises.

Hirers must not use or allow the use of the premises or any part of them for any activities which are dangerous, offensive, noxious, noisome, illegal or immoral, or which become a nuisance or annoyance to St John Ambulance or any neighbouring property, or in any way damage the good name of St John Ambulance.

Hirers are responsible for clearing away all literature, debris, items of equipment etc and leaving the venue in a clean and tidy condition so as to cause no delay for the next user.

The kitchen facilities are suitable for distributing light refreshments, buffets etc. but are not suitable for on-site cooking or baking. St John Ambulance equipment is available for in-house use and includes kettle, cups and saucers and provision for washing and cleaning after your event.

Telephone

Emergency calls can be made by first dialling 9 followed by 999

Making a booking

It is advisable to contact our administration office prior to a proposed function to establish availability of the facilities and or alternative dates and times. Booking office is open 9.00 am – 1.00 pm Monday – Friday.

A booking is not confirmed until the hirer receives confirmation in writing from St John Ambulance which will be sent within a few days of receipt together with an invoice, however should there be any query on the application form, telephone/written clearance will be required prior to acceptance.

Period of Hire

The period of hire shown on the application form must be strictly adhered to.

Event organisers must allow for 'setting up' of their event and the 'clearing away' after the event within the hire period. Organisers will not be allowed into the property to set up their event prior to the actual booking times shown on the form, unless previously agreed.

Evening functions should normally terminate no later than 9.30 pm and the property must be vacated by all present by 10.00 pm.

Your Organiser's Responsibilities

Hirers shall designate a person as 'Function Organiser'. This official shall introduce himself/herself to a member of the office administration team at least 7 days prior to the function and shall be responsible for ensuring all procedures/requirements from St John Ambulance personnel are adhered to.

Hire Charges

The balance due must be paid no later than 14 days prior to the event, no reminder will be sent. Should the balance not be received by the due date, then St John Ambulance reserves the right to cancel the booking.

Bookings made within four weeks of the event must be paid in full with the 'Hire Application Form'.

In the case of Government Departments, an invoice will be sent on receipt of an official order form

Changing your Booking

St John Ambulance will always try to assist hirer with any changes requested, however, when changes of dates, times etc are requested within a four week period prior to the event an administration charge of £20 may be levied on the hirer.

Cancelling your Booking

Cancellation of a booking or any section of the hire period must be received in writing from the person who signed the original application form. Cancellations will not be accepted by word of mouth or telephone instructions. Cancellation fees will be made as follows:

Less than four weeks prior to the event – 100% of full hire fee

Over four but less than twelve weeks – 50% of full hire fee

Twelve weeks and more – 30% of full hire fee



Staffing

It is the responsibility of the event organiser to provide all necessary staff to ensure the smooth running of the event, including the setting up of displays, equipment, manning reception tables, directing guests and clearing away after the event.

Indemnity and Insurance

Hirers must take good care of and not cause any damage to be done to St John Ambulance properties or to any fittings equipment goods exhibits or articles of any kind therein and save to the extent that St John Ambulance may be indemnified by insurance the hirers must make good and pay for any such damage at full cost at the valuation of St John Ambulance caused by any act or neglect of the hirers or anyone for whom the hirers are responsible or anyone permitted by the hirers to enter St John Ambulance property

St John Ambulance will not be liable for the death of or injury to any person attending any St John Ambulance property for a private function the subject of the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the hirers in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of St John Ambulance.

St John Ambulance will not under any circumstance accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at any St John Ambulance property whether by the hirers for their own purposes or by any other person or left or deposited with any officer or servant of St John Ambulance.

Hirers shall be responsible for and shall keep St John Ambulance indemnified under the terms and conditions of any officer or servant of St John Ambulance in respect of any liability the hirer may have to third parties arising out of the promotion conduct or management of the function.

Health and Safety – Fire Regulations

Upon arrival the organiser will familiarise themselves with the emergency exit routes and assembly point. Emergency Evacuation Guidelines are displayed clearly on the outside of the entrance doors to Training Rooms. The responsibility lies with hirers to brief guests on emergency exit routes. It is advised hirers keep a record of attendees.

Fire Instructions – if you discover a FIRE:

Immediately operate the nearest fire alarm call point. Attack the fire, if possible with the fire appliances provided, but **without taking personal risk**.

On Hearing the Alarm of Fire

The Function Organiser or authorised Deputy must ensure that the Fire Brigade is called **immediately**. Ensure that any doors immediately surrounding the fire are **closed**. Assist in the evacuation of guests from the building using the nearest available exit, ensuring that any doors through which you pass are closed after you. Proceed to the assembly point, which is the **car park**.

Use the nearest available exit

Do not stop to collect personal belongings

Do not re-enter the building

The Hirer or authorised Deputy will liaise with the Fire Brigade.

When Dealing with a Fire

If a person's clothing is on fire, drop them to the ground to prevent flames reaching the head. If possible wrap a blanket, rug or similar article closely around them, rolling the casualty along the ground until the flames have been smothered.

If electrical appliances are involved, switch off the current before dealing with them.

It is in your own interests to study the emergency evacuation guide lines displayed at the venue, to know what to do in the event of fire and how to use the fire appliances and to make yourself familiar with all the means of escape in case of fire and to avoid any obstructions of escape routes at all times.

Car Parking

Car parking is available for approximately 25 - 30 cars, parked at owners risk.

Catering

Hirers using St John Ambulance catering facilities will be responsible for ensuring that their caterers comply with the public health regulations, arrangements for the delivery of refreshments and the removal of debris after the event must be agreed with a member of the office administration team at least 7 days prior to the event. Debris must be removed away from the venue by the caterers.

All breakages, removal from site etc of St John Ambulance equipment will be charged direct to the hirer (not their caterers).

Payments

Payments must be made in full within 14 days of invoice.

Please sign, date and return a copy of this document to formally complete your booking with St John Ambulance.

Signed

Date

Event date