

# Conditions of Hire - Meetings


When making your booking we will need to know:-

- Number of colleagues attending and any mobility issues (this will allow us to choose the most suitable room for your needs)
- Hours the room is required (to include time for setting up and tidying away your equipment)
- What furniture layout you require e.g. cinema-style, cabaret-style, board room-style
- Additional equipment required e.g. av equipment, flip-charts
- Refreshments required (tea, coffee, water, biscuits are charged at £1.50 per person)
- Catering required (and any special dietary requirements) – this will be ordered in advance from a local supplier

The **First Aid Kit** is located under the counter in the Bar/Servery of the **Main Hall**.

You **MUST** inform a member of York House Staff if you have used the **First Aid Kit**.

## ALL ROOM HIRES must adhere to the following CONDITIONS OF HIRE:

- **Smoking or vaping are not permitted** anywhere inside the building - no exceptions 
- **Illegal substances** must not be brought onto or used anywhere on the premises, including the grounds
- **All guests must act responsibly** and show respect for themselves, other people, our neighbours, the building, its grounds and equipment.
- You or your guests **must NOT block fire doors or other exits and illuminated fire exit signs must not be obscured in any way**. Familiarise yourself with fire exits, location of fire fighting equipment etc - there is a notice in every room detailing the **fire escape route** and the location of **fire assembly points**.
- You or your guests **must NOT interfere with or misuse any kind of Safety Equipment**, particularly the fire extinguishers and fire alarm break glass points
- **You are only permitted to use the room/s you have hired PLUS the Kitchen and Toilets which are communal areas.**
- **Spills** – please make sure any spills on the floor are cleaned up quickly to avoid slipping accidents. Paper towel is provided in the servery and kitchen..
- **OUTSIDE SPACES** – use of the outside spaces must be discussed with the York House Staff when you make your booking to check availability
- **Parking** – please park within the marked bays in the front car park only. Vehicular access to the rear of the building is controlled via a locked barrier – access must be kept clear at all times for the emergency services so please ensure that none of your colleagues park in front of the gates in the cross-hatched area. If you require access to the rear of the building for loading please contact the York House Office prior to your event.

Additional free parking is available in the Hawkins Close public car park, a short distance further down London Road towards the town

All **recycling and rubbish** must be kept separate and put into the correct bins

In **EMERGENCY ONLY** you can contact a member of the  
York House Team on 07948 390323