

# Conditions of Hire

## York House Centre


**You (the hirer) are responsible for planning and controlling every aspect of your event.** If there is a problem, you must take action and deal with it.

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**.

**NOTE - If you are holding a LICENSABLE EVENT (an event open to the public for which you are selling tickets or a public or private event where alcohol is being sold) there is a separate document which details the special conditions which relate to our PREMISE LICENCE. These are LEGAL REQUIREMENTS which have been imposed by the Licensing Department of MK Council and must be adhered to.**

## ALL EVENTS 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
- **LET-IN & LET-OUT** – you must arrive at your arranged let-in time and the building must be tidied up, furniture put back etc by your agreed let-out time. You will be met by a member of the York House Staff at the start and end of your booking.
- *All events must be supervised at all times by at least one responsible adult aged 21 years or older.*
- **You are only permitted to use the room/s you have hired PLUS the Kitchen which is a communal area.**
- **You will need to set out the hall/room hired** in the way that you want it and put everything back at the end. If you are putting up decorations please use the hooks provided, **DO NOT** use sellotape on any surfaces **DO NOT put anything up on the GREY PAINTED WALLS (Main Hall & Beechey Room).** You can use blu-tack or white-tack on the white acrylic panels, door frames and pillars
- **Stepladder** – if you need to use a stepladder to put up decorations etc there is one situated in the Furniture Store. Ladders are for adult use only and you **MUST** read the health & safety 'Safe Use of Ladders' poster on the wall before using the ladder
- **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 and there is a mop and bucket outside the Gents Toilets for larger spills

- You **must** have your **own Insurance** for any **special equipment** brought into the building e.g. **Bouncy Castles etc**
- Your use of York House Centre and its grounds must not lead to any **complaints from our neighbours**
- You or your entertainers/caterers **must NOT use any kind of smoke machine or dry ice** as they always set off the Fire Alarm
- **Music and other party noise** must be kept down to a reasonable level throughout, external doors must be kept closed when music is playing
- **We allow discos and acoustic-style live bands inside the building – loud bands with drums and bass are not permitted**
- **FIREWORKS & CHINESE LANTERNS** are **NOT** to be used within the boundaries of the York House premises, including in the car park area and the gardens.
- **OUTSIDE EVENTS** – use of the outside spaces must be discussed with the York House Staff when you make your booking due to licensing conditions

*Our Main Hall is fitted with a **NOISE LIMITER** which will control the volume of noise, particularly from musical instruments or equipment. Excessive noise will result in the noise limiter cutting the power supply. If the power supply is cut you must turn off equipment, press the **RE-SET BUTTON** and then resume your activities at a lower noise level. The noise limiter has an **ANTI-TAMPER DEVICE**. Any damage or tampering to the noise limiter will result in the forfeit of your Behaviour Bond.*

- If music is playing or there are other noisy activities, **external doors and windows must be kept closed at all times**
- **All music and other party noise must finish promptly** at :
  - **11.00pm** Monday to Saturday *inc.*
  - **10.00pm** Sundays
- **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 guests park in front of the barrier. 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

- Before you leave you must **clean and tidy** all parts of the building that you have used and leave them as you found them, including checking the stairs and toilets
- The grounds, particularly the front car park and the side of the building, must be **litter-picked** if necessary
- If you need to leave the building unattended at any time (*such as after set-up or at the end of your event*), you must close all windows and **lock all doors** (a temporary key will be issued in advance on request).

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