



Room Bookings



General Rules and Guidelines for Conference and Training Room Bookings

the **core**

County Way, Barnsley S70 2JW

Voluntary Action Barnsley (VAB) is responsible for the management of The Core and has the right to amend or add to these rules as and when considered necessary. VAB will endeavour to ensure that the activities which take place within the building are appropriate for a centre of this type. We will make every attempt to prevent unacceptable behaviour i.e. criminal damage and any issues breaching our Statement of Values and Equal Opportunities Policy but we cannot accept responsibility for the views and behaviour of individuals.

Use of The Core and its facilities is subject to the following rules and all users of The Core are expected to comply with them. Failure to do so at any time may result in VAB taking action to stop activities and/or refusing bookings.


1. Equal Opportunities

The Core shall be open to all regardless of race, nationality, gender, sexual orientation, age, disability, marital status, religious, political belief, or other social aspect. Users of the Core must be prepared to follow the VAB Equal Opportunities Policy (copy available on request). VAB will actively encourage under-represented groups to make full use of the services provided by VAB and The Core.

2. Hours of Opening

The centre is normally open to the public between 9am and 5pm Monday to Friday. Facilities are available for use during these hours. They may also be available during the evenings and at weekends on request, subject to availability of the Caretaker and at least one other member of VAB staff. In the absence of the Caretaker, two members of VAB staff must be available.

3. Using The Core facilities

- a) Initial requests for use of conference & training & other bookable rooms can be made by the Internet (www.vabarnsley.org.uk) telephone (01226 320100), fax, letter or e-mail (bookings@vabarnsley.org.uk) but must be confirmed by VAB Reception who will be in contact personally to go through the details of the request and to send out a booking form.
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- b) If a signed booking form has not been returned prior to the date of intended use, VAB reserves the right to consider this application as unconfirmed and is entitled to reallocate the room.
- c) VAB reserves the right to refuse any request for use of the Core facilities if this is by an organisation, group or individual which presents a risk of public disorder or of offending other users and/or tenants of the building. The reason(s) for refusal will be given in writing.
- d) Wherever possible, tenants of the building shall have priority use of its facilities but all arrangements made with outside bodies and individuals shall be honoured by VAB except as provided for in c) above.

4. Bookings

- a) The minimum booking for use of the larger rooms is 3 hours. If rooms are required for less than 3 hours, a minimum charge for the cost of 3 hours will still apply.
- b) The small interview/counselling rooms may be available for bookings of less than 2 hours at the discretion of VAB.
- c) Wherever possible, daytime 3 hour bookings should start at 9am or 1pm
- d) Where use of the rooms is required during an evening or weekend, bookings can only be accepted for the whole Conference Room.
- e) Regular or block bookings will be invoiced for 3 months at a time. Bookings for longer periods must be reconfirmed each 3 months (i.e. before the end of the preceding 3 months) - it should not be assumed that bookings will continue indefinitely.
- e) Start and finish times requested must include time for setting up and clearing away. VAB reserves the right to refuse entry to rooms prior to the start time and to ask users to vacate rooms promptly at the finish time stated.
- e) Users shall have exclusive occupation of and responsibility for the room(s) that have been booked throughout the period of their booking. Activities must not be extended to other areas or rooms without the agreement of VAB.

5. Cancellation of Bookings

- a) Cancellation (without fee) must be made at least 7 days prior to the date of the planned meeting/event.
 - b) Cancellation can be made by telephone (01226 320100) but must be confirmed in writing by fax (01226 320101), letter or by e-mail (bookings@vabarnsley.org.uk).
 - c) Users who cancel giving 3-6 days notice will expect to pay 50% of the cost and those giving 2 or less days notice, or participants who fail to turn up, will expect to pay in full.
 - d) Cancellations for catering will be accepted if made more than 96 hrs (4 full working days) before the booked date without penalty, less than this will incur a 100% cancellation charge. No cancellation charges will be applied to the cancellation of tea and coffee prior to the day of the booking
 - e) Where cancellation is because of circumstances outside the control of users, e.g. very bad weather, VAB may be prepared to waive payment.
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- f) VAB reserves the right to cancel bookings in circumstances outside our reasonable control or when bookings are rendered unfit for the intended use.

6. Payments

For regular and/or known Core users, payment is required no later than 14 days after the date of use. Invoices will be issued at the same time as booking forms.

Where applications are for one-off use or if the group/individual is not known to VAB, payment in advance or a deposit will be required to secure the booking. If not already paid, a deposit against loss or damage and any outstanding balance will then be required on the date of use. Should the booking be cancelled within the required 5 days, any money paid will be returned.

If invoices are not paid within 30 days VAB has the right to refuse further bookings.

7. Maximum Capacity of Rooms

For health and safety reasons, The Core has the following maximum capacity for Conference & training rooms. However, these figures may need to be reduced depending on the number of tables and/or equipment also required during the booking:

Large Conference Room	80 people
Conference Room 1	35 people
Conference Room 1	35 people
Training Suite	30 people
Training Room 1	12 people
Training Room 2	18 people
Counselling Rooms	2-3 people


It is the responsibility of the main contact person in attendance to ensure that at no time during the booking is the maximum capacity exceeded. VAB has the right to stop any activities where it is felt that this is not being adhered to.

8. Supervision

The hirer or person in charge of any activities taking place on the premises should not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activities. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

Where the premises, or any part of them, are used for the purpose of public entertainment or community events, there shall be a minimum of two persons, one of whom should not be less than 18 years of age, in attendance. Where the majority of those present are less than 16 years of age and when people with disabilities are expected to attend, the numbers of adult supervisors required will need to be increased.

Persons taking responsibility for activities shall be informed of evacuation procedures in case of emergency, and are expected to ensure that all those





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present follow them. These persons must also ensure they familiarise themselves with the exits and fire-fighting equipment available

9. Safety Requirements

All conditions which apply to use the Core facilities shall be strictly observed. Nothing shall be done which will endanger the building and those using it, or invalidate the policies of insurance relating to the building and its contents. In particular:

- a) obstructions must not be placed in corridors, gangways or exits, or in front of emergency exits, which must be immediately available for free public egress
- b) the main contact person present during the booking is responsible for ensuring exits are freely accessible and that emergency procedures are followed
- c) the main contact person present during the booking is responsible for ensuring that the maximum capacity is not exceeded, that the room is fit for the intended use and that attention is paid to the special needs of any participants
- d) all groups are expected to co-operate in any fire drills which are arranged to familiarise users with evacuation procedures
- e) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- f) activities involving danger to the public shall not be undertaken
- g) highly flammable substances shall not be brought into or used in any part of the premises
- h) no internal decoration of a combustible nature shall be undertaken or erected without the consent of VAB
- i) any electrical equipment brought into the building must comply with the Electricity at Work Regulations Act 1989 – VAB disclaims all responsibility for any claims and costs arising from the use of any such equipment that does not comply
- j) no unauthorised heating appliances shall be used on the premises
- k) the First Aid boxes shall be readily available to all users of the building – these are located in the kitchens on each floor, together with a First Aid Room, situated on the Second Floor
- l) any accident or injury occurring on the premises must be reported to the Buildings Manager

10. Safety of Children and Vulnerable People

- a) No activities or groups involving children, young people or vulnerable adults will be permitted on the premises without the permission of VAB
 - b) VAB will require that any planned activities comply with legislation operating at the time, and reserves the right to exclude from the premises any group failing to comply.
 - c) it is the responsibility of the organisers of activities to ensure compliance with legislation and requirements so that only fit and proper persons have access
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to children, young people and vulnerable adults, and that such persons shall at all times be in attendance on the premises for the activities concerned

- d) VAB expects groups to have policies in place for working with or organising activities for children, young people and vulnerable adults and may request sight of these before giving permission to use the premises (if you do not have these, VAB can support you to put them in place)

12. Supply of Food and Drink

Catering is not currently available in the Core. Outside catering can be made available, subject to availability and with prior arrangement by VAB.

No perishable goods shall be left in the centre at the end of activities – any such items will be disposed of by VAB.

13. Smoking

Smoking is not permitted. There are designated cigarette disposal bins outside the building.

14. Alcohol


No alcohol shall be brought, sold or consumed on any part of the premises without the express permission of VAB. Persons taking responsibility for events must ensure they obtain any Occasional Licence or Permission for the Sale of Alcoholic Liquor in advance of the event. VAB has the right to request sight of the licence or permission before confirming the event booking.

15. Entertainment / Licensing

- a) Persons responsible for such activities must ensure that they obtain said licence and that all the requirements laid down in the licence are strictly observed and obeyed.
- b) The premises are licensed with the Performing Rights Society for the performance of copyright music. Users should advise VAB if music is to be played or performed during their activities. VAB reserves the right to refuse permission for musical activities if this is likely to cause disruption to other users of the building or to local residents. It is the responsibility of organisers of events and activities to ensure they check with Phonographic Performance Ltd (PPL) whether they need a licence and, if so, to obtain one prior to the event.
- c) VAB may request sight of any required licence before confirming the event booking.

16. Copyright & Performing Right

Users of the Core shall not infringe any subsisting copyright or performing right. Should users infringe said rights, any permission previously granted by VAB for use of the premises shall be immediately cancelled and any fees, charges or other payments referred to in these conditions will need to be recovered from users.





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17. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. Persons responsible for events and activities in the centre shall ensure that the requirements of the relevant legislation are strictly observed.

18. Inflatables

VAB may grant permission for inflatables such as bouncy castles to be used during events and activities but this must be agreed at the time of booking. However, such use is not covered by insurance policies for the Core and VAB accepts no responsibility for any accident or injury which may be incurred. Persons responsible for events and activities are expected to make their own insurance arrangements for the use of any inflatables or to use them at their own risk. They must also ensure that the use of any such inflatable is adequately supervised.

19. Use of Equipment

Equipment such as multi-media projectors and lap tops are available for use in the Core on request. These must be booked prior to the event/activities taking place. Users will be expected to reimburse VAB for the costs of repair or replacement should damage or loss occur through the carelessness of users.

20. Care of Premises

VAB has the right to request a deposit against damage.

Users will be expected to pay for any repairs or replacement where damage to the premises occurs during their event/activities.


No nails, tacks, screws etc. shall be driven into or adhesives fixed to any of the walls, floors, ceilings, furniture or fittings.

Unclaimed property will be dated and stored for three months before disposal.

21. Cleaning and Security

All use of the Core and its facilities is subject to users accepting responsibility for returning furniture and equipment to their original position, and for securing windows and doors if so required. All users shall also leave the premises and surroundings in a clean and tidy condition. Failure to comply with this will require VAB being reimbursed for the cost of extra cleaning – where appropriate, this will be deducted from the damage deposit.

22. Nuisance

- a) hirers and organisers of events and functions in the Core are responsible for ensuring that the noise level is not such as to interfere with other activities within the building, nor to cause inconvenience for the occupiers of nearby premises
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- b) dogs shall not be permitted in the centre except in the case of trained assistance dogs or in connection with organised activities which have been approved by VAB, such as dog training or dog shows
- c) litter shall not be left in or about the premises

23. Storage

- a) VAB may be willing to allow overnight storage for goods and equipment brought to the Core for a particular event or function – this must be agreed in advance
- b) the Core has no capacity for regular storage of equipment and property inside the building
- c) items left inside the centre without the prior consent of VAB will be labelled and, if not claimed within the agreed timescale (see point **20**) disposed of and any proceeds, if applicable, retained for charitable purposes
- d) at no time does VAB accept responsibility for loss or damage to equipment and property in storage or left in the building.

24. Indemnity

The premises are available for use in their existing state and condition. VAB cannot warrant or represent that it is safe and suitable for the holding of specific events or activities. Users shall not publish or say anything to lead any person to believe otherwise.

VAB will not be liable for any injury (including one that results in death), damage to, or the loss or theft of, Core user's property unless such injury, damage or loss occurs because of negligence by VAB.

Users will indemnify and keep indemnified VAB Trustee Board, staff and volunteers from and against all claims and liability in respect of such injury, loss or damage and all claims, actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability claims, demands, costs, damages and expenses in respect of injury to persons whomsoever (including that resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the purpose of hiring (except as aforesaid).

25. Complaints

All users of The Core are expected to treat each other with respect, and to be mindful of their behaviour while on the premises. Any difficulties experienced with facilities in the building or other users should be brought to the attention of VAB, who has an official Complaints Procedure to be followed if necessary.

VAB reserves the right to cancel any activities where offence to others has been observed or a complaint made.

