

**THE CIRCLE  
TERMS & CONDITIONS OF ROOM HIRE**

1. Any rooms hired under the terms of these conditions are hereinafter referred to as "the hired premises" and the relevant premises (at The Circle Rockingham Lane, Sheffield S1 4FW) as "the building".
2. All applications for the hire of rooms must be confirmed in writing using the Circle Room Hire booking form.
3. It is condition of room hire that the hirer agrees to abide by these terms and condition of hire
4. The person responsible for hiring the premises must be 18 years of age or over, and shall be the person who has signed the confirmation of booking form. This person is responsible for the payment of fees due in respect of the hiring and for the observance of all conditions of hire as herein stated.
5. All fees are to be paid promptly on invoice within 21 days.
6. Voluntary Action Sheffield (VAS) reserves to itself and its officers the right to enter the hired premises at all times.
7. VAS reserves the right to refuse any application for hire, as it shall in its absolute discretion think fit, and without being required to give any reason for such refusal.
8. The hirer must agree to adopt good practice with respect to the principles of equal opportunities. VAS reserves the right to refuse permission to hire premises or to cancel any hiring without notice should it have reason to believe that the hirer has acted or intends to act outside these principles.
9. The hirer is responsible for ensuring compliance with the Circle Housekeeping rules and the IT Suite Good Practice and Guidance.
10. If a room is to be used for crèche or childcare purposes the hirer must comply with statutory requirements and VAS terms and conditions for crèche provision.
11. VAS reserves the right to refuse permission to hire premises or to cancel any hiring without notice should it have reason to believe that the activities of the hirer will bring the good name of the building or VAS into disrepute.
12. The hirer shall comply with the provisions of the Copyright Act 1956. If the hirer shall fail to do so, any permission previously granted by VAS to use any part of its buildings shall immediately be cancelled, and VAS shall have the right to recover any fees or other charges referred to.
13. The hirer shall indemnify VAS from and against any actions, proceedings, costs, claims or demands whatsoever arising from the performance of Copyright Works on the hired premises or from any injuries or accidents arising from the use of equipment hired from or provided by VAS for use on or off the hired premises.

14. The hirer is subject to the following cancellation conditions:
  - a. A minimum of one week's notice (7 calendar days) is required for cancellations.
  - b. Cancellations made less than one week in advance will be charged at the full hire rate.
  - c. Cancellations more than one week but less than two weeks in advance will be charged half the full cost of hire.
  - d. Cancellations made more than two weeks (14 calendar days) in advance will not be charged a cancellation fee and any deposit paid will be refunded.
  - e. All cancellations must be confirmed in writing.
15. VAS may cancel any hiring without giving reason, by serving one month's notice in writing to the hirer and in such an event, VAS shall not incur any liability to the hirer whatsoever, other than for the return of any fees paid in respect of such hiring.
16. The right is reserved to VAS to cancel any hiring without notice where VAS considers it necessary, for any cause outside of its control.
17. In the event of any hiring being cancelled by VAS, any fee paid hereunder will be refunded to the hirer, but VAS shall not be held liable or required to pay compensation for any loss sustained as a result of, or in any way arising out of, the cancellation of the hiring.
18. VAS shall not be liable for any loss due to breakdown of machinery, fire, failure of supply of electricity, leakage of water or gas, Government restrictions or other external events beyond its control which may cause either the building or the hired premises to be temporarily closed, or the hiring to be interrupted or cancelled.
19. The hirer shall, during the hiring, be responsible for:
  - a. The efficient supervision of the hired premises, including effective control of children, the orderly and safe admission and departure of persons to and from the premises, and the orderly and safe clearance of the hired premises in case of an emergency.
  - b. The safety of the hired premises and the preservation of good order.
  - c. Ensuring that all users of the hired premises are aware of the emergency exit routes from the building and that all doors giving egress from the hired premises shall be kept unobstructed and immediately available for use during the whole time the premises are in use, and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.
  - d. Ensuring that all fixtures and fittings and portable equipment provided by VAS are used correctly and that any faults or damage occurring during

hire are reported. Where equipment fixtures or fittings are damaged by the hirer or persons invited into the building by the hirer, the hirer will be charged the full cost of repair or replacement.

- e. Complying with the access and security arrangements when using the hired premises and not allowing or permitting unauthorised entry at any time.
  - f. Ensuring that any keys or swipe cards borrowed by the hirer for gaining access to the premises are returned to VAS as soon as possible afterwards, normally by the next working day, unless otherwise arranged. A charge of £10 plus VAT will apply if keys and swipe cards are not returned on time.
20. The hirer will be responsible for paying the security callout fee if the security alarm system or fire alarm system are triggered due to unauthorised use, access or egress in any part of the premises or where the alarms are false alarms and are caused negligently or deliberately.
  21. The hirer will be responsible for paying the lift call out and repair fees where lift breakdown or damage is due to misuse or negligence by the hirer, or person for whom the hirer is responsible.
  22. The hirer shall not pass keys or swipe cards loaned by VAS for the purpose of gaining entry to the premises after normal working hours to any third party, or allow them to be copied.
  23. No animals are allowed in the building, with the exception of Guide Dogs for the Blind/Work Dogs.
  24. No smoking is permitted in any part of the building, including the first floor terrace and outside any of the entrance doors.
  25. The consumption sale and display of alcohol or any beverages containing alcohol is not allowed on the premises without obtaining the prior written permission from VAS
  26. No flags, emblems, placards, posters or other decorations shall be displayed outside of any part of the building without the previous consent in writing of VAS.
  27. The hirer shall, at the expiration of the period of the hiring, leave the hired premises in a clear and orderly state, and ensure that windows are securely closed, and that any furniture is in the same position as it was at the commencement of the hiring and that all room lights have been turned off in the hired premises.
  28. Where exclusive access to the building is granted the hirer shall ensure that building security and safety procedures are complied with.

29. VAS will not be liable for the theft, loss or damage to any property brought onto the premises by the hirer or any third party. This includes vehicles and possessions left in the bicycle stands and disabled parking area.
30. Any notice, demand or request by VAS, to or upon the hirer, may be sent by ordinary pre-paid post, addressed to the hirer at the address shown on the application form, and shall be deemed to be made or served at the time when it would be delivered in the ordinary course of post.