



CONDITIONS OF HIRE FOR FUNCTION ROOMS AT NORTHWOOD HOUSE

1	GENERAL CONDITIONS	Northwood House is managed via the Trustees of the Northwood House Charitable Trust, Ward Avenue, COWES, Isle of Wight PO31 8AZ, to whom any correspondence should be addressed.														
		Hire of the Function Rooms at Northwood House is subject to the conditions set out in this document and to the Terms of Business (including the hire rates for the various rooms as invoiced) as determined by the Trustees from time to time. The Trustees may at their complete discretion and without providing reasons refuse any application to hire any or all of the Function Rooms.														
		The Hirer is permitted to enter and use the House only for the purpose as finally agreed with the Trustees; there is no right of exclusive possession. The Trustees reserve the right by themselves or their agents to enter the Function Rooms hired or any part of the House at any time. The Hirer must not: <ul style="list-style-type: none"> • use the premises for any purpose other than as agreed; • assign this Agreement or attempt to sublet the use of the Function Room(s); • allow the premises to be used for any unlawful purpose or in any unlawful way; • do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof; • allow animals or birds (except assistance dogs) into the House unless the purpose of hire requires their presence and is known to the Trustees; • allow any animals of any kind at any time into the kitchens; • allow any food or drink to be brought into and/or consumed in the House unless approved by the in-house caterers. 														
2	BOOKINGS	All bookings for use of the Function Rooms must be confirmed by completion of the Booking Form and payment of the appropriate deposit.														
		The maximum capacity for each of the Function Rooms must not be exceeded. For the avoidance of doubt, the maximum capacity of each room is as follows:														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ROOM NAME</th> <th style="text-align: left;">MAXIMUM CAPACITY</th> </tr> </thead> <tbody> <tr> <td>BALLROOM</td> <td>200 (120 seated)</td> </tr> <tr> <td>DINING ROOM</td> <td>80 (60 seated)</td> </tr> <tr> <td>DRAWING ROOM</td> <td>80 (60 seated)</td> </tr> <tr> <td>MORNING ROOM</td> <td>20</td> </tr> <tr> <td>LIBRARY</td> <td>40</td> </tr> <tr> <td>ROTUNDA</td> <td>40</td> </tr> </tbody> </table>	ROOM NAME	MAXIMUM CAPACITY	BALLROOM	200 (120 seated)	DINING ROOM	80 (60 seated)	DRAWING ROOM	80 (60 seated)	MORNING ROOM	20	LIBRARY	40	ROTUNDA	40
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3	WHAT IS INCLUDED	The hire fee includes the following: <ul style="list-style-type: none"> • access to the Function Rooms via the Rotunda and/or St Mary's entrances by specific agreement; • heating, lighting and electricity; • tables and chairs (up to a maximum of 120 persons; additional tables/chairs will incur additional cost and numbers/layout must be agreed beforehand), cutlery, crockery, glassware etc. appropriate for numbers booked in the relevant room(s); 														

		<ul style="list-style-type: none"> • use of lavatories; • normal cleaning (but see below for damage limitation deposit); • the attendance of a member of staff; • public liability insurance up to a maximum of £10m; • reserved parking in the Rotunda car park (subject to availability) during and until 10.00am on the morning after an event. For evening events, these permits are issued at no charge; for daytime events, permits cost £5 per vehicle per single space. It should be noted that while efforts will be made to reserve spaces, specific numbers cannot be guaranteed. If parking is required, the Hirer must before the event: <ul style="list-style-type: none"> ○ request the requisite number of Trust event permits; ○ ensure that the permits are displayed on the dashboard of all vehicles attending the event; ○ ensure that all cars displaying such permits are removed at the latest by 10.00am on the following day or a further ticket purchased (as parking charges will thereafter be issued by the Managers of the Car Park).
4	WHAT IS NOT INCLUDED	<p>The hire fee does not include the following:</p> <ul style="list-style-type: none"> • catering (unless separately arranged with All About Catering); • use of bar (unless separately arranged with All About Catering); • parking in the Park Road car park; • hire and use of marquees; • any equipment hired for the event; • use of the lawns (unless included by agreement at the time of booking); • door stewards or any security presence.
5	DAMAGE LIMITATION DEPOSIT	<p>A damage limitation deposit of £500 is required at least two weeks before any hire can take place. It will be held on account and provided no damage, whether accidental or wilful, as a result of the hire has occurred to the House, its contents, fixtures or fittings or the grounds, will be returned within 28 days of the date of hire. In this context, ‘damage’ includes mess or disruption which requires more than normal cleaning to make good. In the event that damage has been caused, the cost of repair, replacement or cleaning will be reported to the Hirer and the cost will be taken from the deposit and the balance returned to the Hirer once the damage has been made good.</p>
		<p>No alterations or additions may be made to any of the Function Rooms nor any fixtures installed, and no placard, poster or other object may be attached to the walls unless it or they can be removed without making any mark or damage.</p>
		<p>The Hirer will indemnify the Trustees against all claims losses damages and costs in respect of damage or loss of property or injury to persons arising out of the use of the Function Rooms by the Hirer or any nuisance to a third party as a result of the use of the Function Rooms by the Hirer or any infringement of copyright or database rights committed by the Hirer. Any damage to, loss or failure of equipment belonging to Northwood House must be reported as soon as possible to the relevant member of staff.</p>
6	SAFETY & SECURITY	<p>All fire exits must be kept clear at all times. The use of indoor fireworks, smoke machines, maroons, flash boxes etc is not permitted. Smoking is not permitted anywhere within the building.</p>
		<p>The Hirer is responsible for ensuring the good behaviour of guests and must not permit excessive noise or drunk or disorderly behaviour in or near the House and</p>

		must ensure that no illegal drugs are brought into the House. The hiring of appropriately trained and registered door stewards, one for every 50 guests and hired and paid for by the Hirer, is required for all evening events. One steward may be the Northwood House caretaker.
		The Hirer must ensure that any electrical appliances brought by them to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the appropriate regulations; and that any personal possessions, equipment or articles of any sort belonging to the Hirer are removed from the House at the expiry of the hire. This applies particularly to electrical equipment used by any Band or Discotheque which must be removed at the end of the event.
		Children must be supervised at all times and must not be permitted to play in parts of the House not included in the hire.
		The Trustees of Northwood House Charitable Trust accept no liability for any items brought into or left on the premises.

Signed:

I have read the above Conditions of Hire and agree to be bound by them.

Hirer

Date