

# William Morris House – Terms and Conditions for Hire

## Room booking process

Rooms are available for hire normally between 9.00am and 10.30pm throughout the year. Bookings may be made up to six months in advance.

- Booking requests can be made via the website ([Home - William Morris House](#)) by completing and returning the Room Booking Form (NB: By doing so, you are agreeing to these Terms and Conditions for Hire).
- Initial contact can also be made by e-mail to the House Administrator at [manager.wmhouse@gmail.com](mailto:manager.wmhouse@gmail.com). Prior to a first booking, an appointment should be made to visit the House to check the suitability of the room.
- If the Client wishes to go ahead with the booking, they must pay the room hire cost in full following receipt of invoice (NB: No booking is confirmed until payment is received).
- Bookings cannot be made on behalf of a third party.
- All subsequent bookings following the initial submission of a Room Booking Form are subject to these same Terms and Conditions for Hire.

## Use of William Morris House - Terms and Conditions

- Payment for the hire of rooms **must** be made in advance. Clients paying for regular bookings, must pay at least monthly in advance.
- Bookings may be cancelled up to a month beforehand, otherwise all bookings must be paid for, regardless of whether the event takes place.
- Use of the disabled lift or kitchen must be booked in advance. Please contact the House Administrator for details (the Administrator is also available to demonstrate lift use). Full disabled access is only available in the Tony Kane Room.
- The front door to the building must be kept shut at all times. It is the responsibility of the room hirer to 'meet and greet' attendees as they arrive. There is an entryphone provided in each room, so this can be used to let people into the building providing attendees have been given advance notice by the Client of which room button to press on the entryphone system.
- William Morris House has very little storage space and items can only be stored on an exceptional basis with the agreement of the House Administrator. Otherwise no items should be left after a session. The House Administrator reserves the right to remove or discard any items left at the house at their discretion. If items left at the House are damaged or discarded, the liability is with the client and not the House.
- No perishable items can be stored at the House. All such items must be taken away from the House at the end of a session.
- Rooms must be vacated by 10.30pm unless agreed beforehand with the House Administrator.
- Organisations/individuals using the rooms must abide by the House's Health and Safety Policy (attached) and take full responsibility for their members and guests whilst on the premises. The Client should ensure that any electrical appliances brought into the House

for use by them are safe and in good working order. No heating appliances should be brought into the House.

- Rooms must be left in the condition that they are found. Tables should be folded away and furniture must be stacked safely.
- Any damage to the fabric of the room or its contents must be reported immediately to the House Administrator.
- The House is not available for parties. Provision of alcohol at an event requires the prior agreement of the House Administrator.
- If any licences are required in respect of any activity to be carried out at the House by a client, the Client shall ensure that they hold the relevant licence unless a relevant licence is already held by the House. The premises are not licensed for the provision of alcohol at public meetings.
- The Client shall not allow any animals (including birds) into the House except for guide dogs, hearing dogs or recognised assistance dogs.
- The Client shall ensure that their attendees have all vacated the building at the end of their session.
- Hirers should have their own insurance to cover their activities. William Morris House will not accept liability for any injury, loss or damage to any person or personal belongings whilst on their premises and the Client shall indemnify the House and keep the House indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from: (i) the use of the House by the Client; (ii) any breach of these Terms and Conditions; and/or (iii) the cost of repairs to any damage done to any part of the House as a result of a booking. Items which are left in the house are the full responsibility of those who have left them.
- Clients cannot sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policies.
- The entrance hall, passages, stairways and doorways must not be obstructed at any time. They are a means of access and exit and must be kept clear. Anyone waiting to collect attendees at the end of a session must wait outside the building.
- The House has an AV system, projector, projector screen, microphone and PA available for hire at £10 per event. A flipchart stand and holder can also be provided on request (clients should bring their own paper and pens). Access to additional features of the House apart from the booked room are dependent on their availability. No reduction will be given to room rental if these extras are not available. The Management Committee reserves the right to withdraw use of the kitchen at any time.
- External caterers can be arranged by clients with no added charge providing the group is hiring the Tony Kane Room. William Morris House doesn't provide catering so all logistics are the responsibility of the client and the external caterer. It is the responsibility of the Client to ensure that all relevant food health and hygiene legislation and regulations in

relation to the preparation and serving of any food are followed and that the room is left tidy and all waste food is taken away from the premises.

- Clients must ensure the general and recycling bins provided in the House are used appropriately. At the end of a room hire, no food waste should be left in the House, nor should any rubbish be left outside the House.
- Clients working with children or vulnerable adults must show in advance of their first booking that they have DBS clearance.
- White boards are available in the Tom Braddock Room and the combined George Bernard Shaw/Rose Lamartine Yates Rooms and can be provided on request for the Tony Kane Room; nothing should be attached to the walls.
- Clients shall protect the building by ensuring that all windows are shut at the end of the booking and that relevant equipment and lights are switched off and that the front door is shut. If there is any uncertainty, clients should refer to the rota posted on the House noticeboard near the front door which shows which is the last group to leave the house on any given day.
- The Client shall not display (externally or internally) or fix or attach to the House any decoration, advertisement, flag, banner, placard, poster, sign, notice or other article without the prior written approval of the House Administrator. The House noticeboard can be used to attach advertisements or posters, although the House Administrator reserves the right to remove any article from the noticeboard that is considered offensive or not in the interests of House users.
- The Client acknowledges that: (a) an accepted booking confers permission to use the House only and creates no relationship of landlord and tenant between the House and the Client or any other rights of occupation; (b) the House retains control, possession and management of the premises and the Client has no right to exclude House representatives from any part of the building.
- The Management Committee reserves the right to alter or cancel any booking and the Terms and Conditions of the House at their discretion and without notice (although the House shall endeavour to provide as much advance notice as possible). In the event of a cancellation by the House, the Client shall be entitled to a refund of any monies already paid for the booking or (in the case of regular bookings) a subsequent free booking, but the House shall not be liable to the Client for any direct or indirect loss or damages whatsoever.

**I agree to the above terms and conditions.**

**Signed**..... **Print name** .....

**Organisation/Group (if applicable)**..... **Date**.....

## Charging Policy

Payment for the Hire of Rooms **must** be made in advance

Clients paying for regular bookings must pay monthly in advance

Bookings may be cancelled up to a month beforehand, otherwise all bookings must be paid for regardless of whether the event takes place.

### Tony Kane Room (Room 1)

**Features:** Ground Floor; Disabled access; Caterer Friendly; Stage; Sprung floor for dance; wall mirrors; an entry and exit door

CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership	CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art	CATEGORY 3: Individuals charging for events and profit-making private organisations
£18.00 per hour	£20.00	£25.00

### George Bernard Shaw and Rose Lamartine Yates Rooms (Rooms 3 and 4 - must be booked together)

**Features:** First Floor; the large room can be divided by the wooden panel for group work; an entry and an exit door

CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership	CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art	CATEGORY 3: Individuals charging for events and profit-making private organisations
£15.00 per hour	£17.00	£22.00

### Tom Braddock Room (Room 7)

**Features:** Second Floor, sprung floor, wall mirrors and barre, one entry/exit door

CATEGORY 1: Individuals not charging for events or non-profit-making voluntary groups with free membership	CATEGORY 2: Voluntary groups that charge for membership and groups engaged in applied or fine art	CATEGORY 3: Individuals charging for events and profit-making private organisations
£15.00 per hour	£18.00	£22.00

# **This is the health and safety policy statement of WIMBLEDON LABOUR HALL CO-OPERATIVE SOCIETY LIMITED**

UK health and safety legislation place duties on everyone concerned with work and places of work.

When it comes to health and safety, Wimbledon Labour Hall Co-operative Society Limited has two key responsibilities:

1. As an employer, the Society is responsible for providing a safe and healthy workplace and safe work equipment.
2. As a provider of room facilities to organisations and the general public, the Society is responsible for ensuring these are maintained in a safe condition and that room hirers are made aware of their own health and safety responsibilities.

Under the Management of Health and Safety at Work Regulations 1999, the minimum the Society must do is:

- identify what could cause injury or illness in our business (hazards);
- decide how likely it is that someone could be harmed and how seriously (the risk); and
- take action to eliminate the hazard, or, if this isn't possible, to control the risk.

Employees, for their part, are responsible for taking due care of their own health and safety and that of others, including the public. (The term 'staff' below applies to both Society employees and volunteers.)

## **Part 1: Statement of Intent**

This policy is intended to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks
- provide clear instructions, information and training to ensure staff are competent to do their work
- ensure provision of personal protective equipment when needed
- provide and maintain safe premises and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- consult with our employees and building users on matters affecting their health and safety
- review and revise this policy annually.

## **Part 2: Responsibilities for health and safety**

The Society's Chairperson has overall and final responsibility for health and safety.

Day-to-day responsibility for ensuring this policy is put into practice rests with the House Administrator. In the event of that post being vacant, responsibility shall rest with the Chair of the Health & Safety Sub-Committee (see below).

Room hirers have responsibility for ensuring the health and safety of their room users, carrying out their own risk assessments, and that any equipment, food or refreshments they bring into the building is safe for use. When a room is used more than once a day, hirers may be asked to clean any equipment that has been used, door handles and light switches. Cleaning materials and equipment

will be provided by the Society and the booking will be given additional free time to allow for cleaning to take place.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

The Chairperson – ensuring safety, COSHH<sup>1</sup> compliance, risk assessments, monitoring, and emergency procedures (including fire and evacuation)

The Secretary – consulting employees and building users, RIDDOR<sup>2</sup> reporting, accident and ill-health investigations, work-related ill-health, supervision and training.

The House Administrator – first aid provision, maintaining equipment (including PAT<sup>3</sup> testing) and supplies, overseeing cleaning, building or equipment faults/damage, health and safety information provision to building users.

These three people, along with at least two Directors of the Society (one of whom shall be the sub-committee Chair), form the Society's Health & Safety Sub-Committee.

All staff should:

- be mindful of health and safety matters, take care of their own health and safety and assist room hirers and building users to do the same;
- report all health and safety concerns to the House Administrator and/or the Chairperson, who will log and act upon the concerns.

Employees should note that failure to abide by health and safety responsibilities or the Society's policy can result in disciplinary action as per the Society's terms and conditions of employment.

All room hirers should:

- be mindful of this policy and health and safety matters in general, take care of their own health and safety and assist their room users to do the same;
- conduct their own risk assessment of rooms and equipment prior to their use;
- report all health and safety concerns to an appropriate person (as detailed above).

In the event of a health and safety incident occurring as the result of a room hirer's failure to abide by their health and safety responsibilities, the Society reserves the right to cancel future bookings.

### **Part 3: Arrangements for health and safety**

#### *Risk assessment*

- We will complete the following risk assessments, review them regularly and take action to eliminate or minimise risks:
  - Premises
  - Fire Safety

In addition, our Covid 19 Risk Assessment will be reviewed should a serious pandemic situation arise.

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<sup>1</sup> Control of Substances Hazardous to Health

<sup>2</sup> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<sup>3</sup> Portable Appliance Testing

- We will also review risk assessments when working habits or conditions change.

#### *Training*

- We will provide staff with health and safety induction and appropriate training. Provision of training will be documented.
- We will provide staff with personal protective equipment when needed.
- We will ensure suitable arrangements are in place in the event of employees having to work remotely.

#### *Consultation*

- We will consult with staff routinely on health and safety matters as they arise and formally (along with building users) when our health and safety policies are reviewed.

#### *Evacuation*

- We will ensure that staff are inducted in the procedures to be followed in the event of fire or other significant incident; that these procedures are well advertised within the building; and that escape routes are well signed and kept clear at all times.

#### *Information*

- We will ensure that information on health and safety aspects and responsibilities is provided in our information to room hirers prior to a first hiring, and that hirers are kept informed of any subsequent alterations in our approach towards health and safety matters.
- We will maintain a record of accidents and 'near misses' at the premises and review our practices in light of this.

#### GENERAL

1. Staff must carry out their duties in a manner that will not endanger themselves, colleagues or members of the public.
2. Staff and room hirers should be mindful of the possibility of unauthorised visitors to the premises. Staff should challenge any visitors thought to be unauthorised or call the police. Room hirers should report any visitor thought to be unauthorised to the House Administrator at the earliest opportunity, and, if necessary, call the police. The House Administrator should log details of any unauthorised entry and report the incident to the Chairperson.
3. Materials and equipment must be used in compliance with the manufacturer's instructions or directions.
4. Electrical and mechanical equipment must not be interfered with by unauthorised personnel.
5. All flammable materials and liquids must be used and stored in a safe manner. Cleaning materials, bleach, etc., must always be kept out of the reach of children in a locked cupboard, but never above head height and should never be decanted into other bottles.
6. All working places and public areas must be kept in a healthy and hygienic condition. Food must not be left overnight in the building.
7. Staff must not attempt to carry out work on the building for which they are not competent. The correct tools and equipment and (where appropriate) protective clothing for a particular job must always be used.

8. All tools and equipment must be maintained in good order and only used for the purpose they are designed for.

9. All staff will be instructed on the siting of firefighting appliances and be acquainted with the operating instructions. Extinguishers are only to be used on fires if the user is not at risk. (see 'Fire Procedures' and 'How to Tackle a Fire' below).

10. Electricity at Work: a) Only use electrical appliances if you are satisfied it is safe to do so and you know how to operate them. b) Do not use appliances if electric leads are frayed or split, wire loose or plugs broken. Do not use broken wall sockets. c) Do not touch appliances, plugs, switches, light bulbs etc., with wet hands. d) Electrical equipment must not be interfered with by unauthorised members of the public. e) Do not remove a plug from a socket by pulling the cable. Switch off at the socket and only grasp the plug to remove it. f) Switch off all appliances at the wall socket when not in use. g) Cabling should be taped to the floor. Do not run electrical cables under carpets or leave untaped cables lying around, as they can be a hazard. h) Do not overload electrical points by using multi position adapters. i) Connecting an electrical appliance in one room by cable to a socket in a different room is expressly forbidden. j) When refilling a kettle, in the interest of your own safety, ensure that the electrical supply is switched off and the appliance is unplugged.

11. Regular inspections will be carried out by the House Administrator to ensure all equipment and appliances are in a safe and usable condition and that the building is clean and safe.

12. Any faults/damage to the exterior or interior of the building or to its equipment must be reported to the House Administrator at the soonest opportunity.

#### FIRE EMERGENCY PROCEDURES

13. The House Administrator must check each month that all fire safety notices remain in place.

14. The House Administrator must ensure that fire extinguishers are regularly checked and a record kept.

15. A safe and orderly evacuation is only possible if staff and building users are fully aware of the fire evacuation procedure. They must know: -

- Where the fire emergency exits are and the escape routes and assembly point.
- How to give the fire alarm.
- It may be advisable not to give a reason for evacuating to ensure people are not panicked unnecessarily.
- To telephone any necessary emergency services (always call the Fire Brigade if a fire breaks out - telephone 999.).

#### HOW TO TACKLE A FIRE (for staff information only)

16. DO NOT FIGHT A FIRE IF:

- It is dangerous to do so.
- If your escape route may be cut off by smoke or heat.
- If the fire continues to grow despite your efforts.
- If there are gas cylinders or flammable liquids nearby or the chance of an explosion.
- If cellular foam is burning or smouldering, evacuate immediately.
- If you have to withdraw, close windows and doors behind you if possible and safe to do so.

17. If you do decide to fight a fire, take up a position where access to the fire is unrestricted, but where a quick and safe retreat is possible i.e. on the side of the nearest exit or, if outside, the windward side of the fire. Crouching as low as possible will help you keep clear of smoke and avoid



heat and allow you a nearer approach to the fire. Always ensure that a fire is completely extinguished and not able to re-ignite or continue smouldering.

#### FIRE PREVENTION

18. Many fires occur outside opening hours but are often the result of human error during work hours. The risk of fire can be minimised by observing very simple rules:

- Put all wastepaper and other combustibles in waste bins.
- Remove all plugs from sockets before leaving the building (not fridges or freezers).
- Radiators must not be used for storing papers or other items at any time.
- Boxes, papers etc., must not be left on or near cookers.

#### FIRST AID

19. The first aid box must always be kept away from children. The box and the defibrillator are available to all users of the building, their locations advertised and their contents checked weekly by the House Administrator against an inventory to ensure they are kept properly stocked.

20. In cases of serious injury or in any doubt, send for an ambulance to take the injured person to hospital (telephone 999).

#### SAFETY OF PREMISES

21. Pre-function checks must be carried out by staff and room hirers before rooms can be used. As a minimum, the following checks must be made (but not assumed to be exhaustive):

- All exits unlocked, and unbolted, with exit lights operating.
- Premises clear, with no hazards apparent from loose flooring or floor fixings, or liquid on floors.
- Premises layout with furniture and equipment must ensure adequate free corridors and free access to fire exits and appliances.
- All fire appliances in position and ready for use.

Those checks carried out by the House Administrator should be recorded.

22. All entrances, exits, corridors and stairways must be kept clear of furniture, refuse, loose floor covering and any other objects that may impede or be hazardous to the public and staff.

23. Fire and smoke-screen doors must be kept closed at all times and never wedged open.

#### LIFTING

24. Back injuries are a common form of accident. It does not need a heavy load to strain your back – it's the way that you lift that does the damage. Some simple lifting rules:

- Only you can judge your ability to lift - if it seems that a load may be a strain, don't be shy, get help.
- Have a good grip on the object that you are lifting and do not change that grip when carrying the object. If you need to change your grip, rest the load on a firm support first.
- Let your legs, not your back, take the strain when lifting - keep your back straight and bend your legs. Do not use your back as a lever.
- Always make sure that you can see over the load and that the way ahead is clear.

#### HYGIENE

25. Good hygiene is important at all times, but particularly during times of epidemic. As part of our responsibility to ensure a safe environment, the Society shall:

- Encourage all building users to follow [guidance on hand washing and hygiene](#) and ensure room ventilation
- provide hand sanitiser at the entrance to the property and in hire rooms, in addition to washrooms
- ensure objects and surfaces that are touched regularly are regularly cleaned and disinfected, increasing frequency when necessary
- ensure particular attention is paid to cleaning busy areas
- set out clear use and cleaning guidance for the building's kitchen and toilets
- provide hand drying facilities.

26. At times, it may be necessary to prohibit bringing food or refreshments into the building.

#### SOCIAL DISTANCING

27. When social distancing regulations apply, the Society shall:

- put up signs to remind workers and visitors of social distancing guidance
- review the maximum permitted numbers of people in our rooms
- make use of floor tape to mark areas to help people keep distance
- put up guidance on traffic priorities through the workplace
- arrange to see visitors by appointment only
- reserve the right to require all building users to wear face masks.

(Adopted January 2024)