

Conditions of Room Hire at Door 84

All building users are required to have read and understood the following information prior to using space at Door 84.

Key Card / Building Access

If you are hiring a space outside of office hours (Mon-Fri 9 am-5 pm), you will require a key card to access the building. This keycard can be obtained from a key safe in the car park. The code for the key safe will be shared once an invoice has been paid.

It is the responsibility of the primary named contact to look after and return the key card.

Loss or damage to the key card may result in an additional £5 charge per card.

Liability / Insurance

Door 84 accepts no liability for any loss, damage or injury whilst you are using the building.

You are responsible for reimbursing Door 84 for any damage, loss or injury to our property or personnel caused by you whilst using the building.

If your booking is on behalf of an organisation/business, you must provide Door 84 with a copy of your public liability insurance prior to booking. Please email a copy to finance@door84.org.uk

For public events, you are responsible for ensuring that you have adequate insurance and a risk assessment covering all activities.

Lockdown and Evacuation of the building

You will receive a copy of the 'Door 84 Lockdown Procedure' and the 'Door 84 Evacuation Procedure' for your reference.

If your group is the only user of the building and/or a Door 84 staff member is not present:

- In the event of an evacuation, follow the guidance as outlined in the 'Door 84 Evacuation Procedure'
- In the event of a lockdown, follow the 'Run, Hide, Tell' guidance outlined by North Yorkshire Police
(<https://www.northyorkshire.police.uk/police-forces/on/rht/>)

First Aid

A first aid kit is available in the downstairs kitchen. However, we cannot guarantee that a first-aid trained member of staff will be present in the building at all times.

It is the room hirer's responsibility to ensure that their group takes responsibility for First Aid. If in any doubt, phone 999 and request an ambulance. There is a defibrillator at the front entrance to the centre C147.

Payment / Invoicing

All invoices will be sent via email from finance@door84.org.uk. Invoices will be sent via email to the primary named contact.

Invoices must be paid prior to using a space at Door 84.

Door 84 reserves the right to charge for late payment; a 'statutory interest rate of' 8% plus the Bank of England base rate.

Door 84 reserves the right to refuse entry to the building if payment has not been made.

Other Conditions of Using the Building:

By hiring space at Door 84, you agree to comply with the conditions set out below.

- You may access the building only during the times you have booked, and you will not access it outside these times unless by prior arrangement.
- All members of your group adhere to the booking times to avoid inconveniencing other building users.
- Be considerate of people living or working near the centre
- Unless previously agreed, no items may be stored at the centre in advance.
- Do not use any unauthorised electrical appliances unless they have an in-date PAT certificate
- Alcohol may not be consumed unless this has been pre-arranged with and agreed by Door 84 in writing.
- Ensure that the main entrance doors are not left propped open without direct supervision by a member of your group.
- Smoking and vaping are not permitted anywhere in the building - please use the designated area by the front gates
- Entrances, exits (inc. fire exits), doorways and corridors must not be blocked at any time
- Please note where your fire exits and the firefighting equipment are located
- Any activities involving naked flames are not permitted.
- When leaving the centre, you will ensure all appliances are turned off (inc. lights) and that the building is secure.
- If working with young people, you must have a safeguarding policy or be prepared to follow Door 84's Safeguarding Policy