



Terms and conditions for the hire of NHSN Council Room

Thank you for your enquiry to book the NHSN Council Room at the Great North Museum: Hancock. Room hire supports NHSN's charitable activities. Anyone confirming a Council Room booking is also agreeing to abide by the following terms and conditions.

Bookings and charges

- The Council Room will be hired out to groups and individuals in line with NHSN's hire charges.
- Local community groups, registered charities and partners may be offered the room at a discounted rate.
- All reductions to full rates will be at the discretion of the NHSN Director.
- Any cleaning or repair due to misuse or damage of the room or equipment will be chargeable.
- NHSN reserves the right to charge an hourly fee for staff time for bookings outside of NHSN's normal office hours (Monday-Friday, 10am-4pm). This will be explained to the hirer at the time of booking.

Catering

- We can provide light refreshments (tea, coffee, biscuits) at your request for bookings held during our office opening hours (Monday-Friday, 10am-4pm).
- If you require tea, coffee or cold drinks for bookings held outside our office hours, please bring your own.
- You are welcome to bring cold food, e.g. sandwiches, into the Council Room, but not hot food. Please do not have food delivered to the museum.
- Uncovered food and drink must not be carried through the museum galleries.

Equipment

- A flipchart stand is available for use. The hirer is responsible for the supply of flipchart paper, pens and dry-erase markers.
- A digital projector is available for use. Please inform NHSN at the time of booking if either will be required. A computer/laptop is not provided.
- The hirer is responsible for the safe operation of all PC and presentation equipment. Please do not leave equipment unattended or the door propped open.
- The protective cover on the circular table should remain in place and coasters must be used for hot drinks.

Confirmation and payment

- Accepted bookings will be asked to confirm their intention to hire the room by email or in writing within one week of the enquiry being replied to.
- Once the booking is confirmed, the agreed hire charge will be invoiced at this point and needs to be paid within 30 days.
- You may cancel a booking at any time, but if you cancel less than seven days before the event no refund will be given and all unpaid charges for the period of hire shall remain payable.

Access

- All hirers using the Council Room must report to museum staff on arrival. If your meeting is at a time outside of NHSN's office opening hours (Monday-Friday, 10am – 4pm) a Council Room fob and clipboard should be collected from the museum front desk or museum staff.
- You are welcome to leave personal belongings in the Council Room during the period of the room hire. However, you are responsible for your own belongings, and neither NHSN nor the museum shall accept responsibility for the loss or damage to any personal belongings left unattended.

Insurance, health and safety

- All entrances, gangways and emergency exits must be always kept free from obstruction.
- All visitors should note the location of the clearly marked fire exit routes. A fire evacuation notice is posted on the inside of the Council Room door.
- If the fire alarm sounds, all present should leave the building as quickly as possible using the nearest signed route, to meet at the assembly point on the front lawn.
- Council Room windows can be opened to allow ventilation and hand sanitizer is available.
- NHSN and the museum shall not be responsible for any loss or damage to any property or injury to any person arising out of the hiring. Users should arrange and pay for their own insurance.

Licenses and copyright

- Hirers must be aware of and responsible for the payment of any fees for performing rights, licences or copyright permissions linked to their presentations.

Environmental statement

NHSN is committed to ensuring all events held in the Council Room are as sustainable as possible, and we welcome organisations and groups who share our passion for the environment.

We are committed to waste reduction, such as not using disposable containers, no single use plastic, and recycling and reusing of paper, metal, plastic and glass.