Terms and conditions for the hire of Gosforth Nature Reserve's Field Studies Room

Thank you for your enquiry to book the Field Studies Room (FSR) at the Gosforth Nature Reserve. Anyone confirming a FSR booking is also agreeing to abide by the following terms and conditions.

Bookings and charges

- The FSR will be hired out to groups and individuals in line with the NHSN's hire charges.
- Local community groups, registered charities and partners may be offered rooms and spaces 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.

Equipment

- One whiteboard flipchart stand is available for use. The hirer is responsible for the supply of flipchart paper, pens and dry-erase markers.
- A television and HDMI cable is available for use, please inform NHSN at the time of booking if this will be required. A computer/laptop is not provided.
- The hirer is responsible for the safe operation of all PC and presentation equipment.
- Once the hirer obtains access to the room, you must ensure that the equipment is not left unattended or the door propped open.

Confirmation and payment

- Accepted bookings will be asked to confirm their intention to hire the room by email or in writing within 1 week of the enquiry being replied to.
- You may cancel a booking at any time. If you cancel more than 7 days before the event then a full refund can be made, minus a £25 admin. fee. If you cancel 7 days or less before the event, no refund will be given and all unpaid charges for the period of hire shall remain payable.
- The agreed hire charge will be invoiced after booking is confirmed and should be paid within 30 days of the invoice date or 2 working days before the event, whichever is sooner.

Insurance, health and safety

- All entrances, boardwalks and emergency exits must be kept free from obstruction at all times.
- All visitors should note the location of the fire exit routes which are clearly marked. Fire evacuation notice is posted on the inside of the FSR 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.
- NHSN 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 at Gosforth Nature Reserve are as sustainable as possible and welcomes organisations and groups who share our passion for the environment.

We have a zero-waste policy for all events in the Field Studies Room. We're committed to a reduction of waste, such as no disposable containers, composting of organic matter, recycling and reusing of paper, metal, plastic and glass.

Visitors and attendees are advised to take all waste and recycling home with them.

Please also ensure that all appliances are switched off when leaving the FSR (exceptions include the raditors during winter which should be left on at 10 degrees)

Thank you for your booking. Fees support the charitable activities of the NHSN.