



ESTATE OFFICE

TERMS AND CONDITIONS OF USE October 2023

Moor Pool Heritage Trust ask that all staff and other users are treated with respect and courtesy at all times.

BOOKINGS and SUBSCRIPTIONS

- (a) All booking agreements are between Moor Pool Heritage Trust (MPHT) and the user. Bookings are placed and charged through Coherent (UK) Limited and are subject to their terms and conditions. No priority will be given to individuals or individual groups. All bookings are made on a first come, first served basis depending on availability and at the discretion of MPHT.
- (b) Your membership is non-transferable to another person or organisation.

CHARGES

- (a) There is a refundable security deposit of £10, payable at time of booking for monthly subscribers, to cover accidental loss or damage to your entry keycard, which remain the property of MPHT at all times.
- (b) Users of the Estate Office shall be personally responsible for paying the cost of repair or replacement to any damage done to the fabric, furniture, equipment or other property, and will be expected to indemnify MPHT for any costs incurred.
- (c) **Please note charges as follows for cancelled bookings:-**
If for any reason we have to cancel your booking we will give a full refund. If you, the user, cancel within 24 hours of the start of the booking, you will lose the booking fee.

KITCHEN

- (a) If preparing or serving food, it is the user's responsibility to ensure that all food and hygiene regulations are observed.
- (b) The user is responsible for ensuring that all food is removed from the kitchen and workspace areas at the end of the booking period.
- (c) Use of the electrical items present in the kitchen is at your own risk and reasonable care should be taken to avoid accidents.
- (d) Use the bins provided for general waste and recycling.

HEALTH & SAFETY

- (a) The Marketing and Administration Coordinator has overall responsibility of Health and Safety of the Estate Office, and regular risk assessments are carried out. A copy of the Health & Safety policy is available on request.
- (b) If the user is operating as a business they should ensure that they have relevant and appropriate insurance, which shall include public liability insurance.
- (c) It is your responsibility to ensure that any personal electrical items are in safe working order.
- (d) In accordance with The Health Act (2006), the Estate Office is a smoke-free premises. Smoking of cigarettes, or e-cigarettes is not permitted in any part of the building.
- (e) Users should familiarise themselves with the Estate Office Fire Safety and Emergency Procedure.

RUBBISH AND CLEANING

- (a) At the end of your booking period, it is your responsibility to ensure that your workspace is left clear and tidy, all rubbish is placed in a bin, any crockery or cutlery is placed in the dishwasher or washed up, and your desk is wiped down with an antibacterial wipe (which will be provided).

PARKING

- (a) Parking is available on surrounding roads but we ask users to be considerate and respect the Moor Pool Conservation Area ethos.

GENERAL

- (a) You must not attach anything to the walls.
- (b) Should any damage be caused in any way whatsoever, we will hold the user fully responsible.
- (c) MPHT is not responsible for articles or personal belongings left on the premises.
- (d) At the discretion of MPHT, you may host guests within the Estate Office provided that you accompany them at all times. You are responsible for the conduct and behaviour of any guests.
- (e) MPHT reserves the right to refuse entry to any person breaking the Community Guidelines and/or Terms of Service.
- (f) Use of computer networks is provided for the lawful use of members and their guests and must not be abused in any form. Any use that causes offence to other users will not be tolerated.
- (g) We will not tolerate any form of abusive behaviour or discriminatory language. Any such incidents will result in termination of your membership.
- (h) If your membership is terminated because of any of the above, you will not receive a refund on any outstanding fees.
- (i) Nothing in these terms and conditions confers any security of tenure or other similar rights.

I UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS AS STATED ABOVE.

Signed..... (User)

Date.....