



Roslyn Room Hire - Terms and Conditions

Roslyn meeting room is available for hire by commercial organisations. There are the terms and conditions of use which these standard Terms and Conditions set out.

All bookings made by persons in respect of the Roslyn Room at Kinsella HR Solutions Limited are accepted upon the following Terms and Conditions, which shall form the contract between Kinsella HR Solutions Limited and the Hirer.

Definitions

1. In these terms and conditions:

- i) "KHR" means Kinsella HR Solutions Limited
- ii) "Room" refers to Meeting Room available to be booked through the online booking system via [Roslyn Room - Kinsella HR Solutions Limited](#)
- iii) "Management" means the Management Team of KHR
- iv) "Hirer" means any person, persons or representative of the organisation named in a room booking that have paid upfront online and or invoiced (in exceptional circumstances) by the KHR.

Use of Rooms

- 2. Use of the Room is by permission of KHR Management who reserve the right to refuse any booking or admission at their discretion
- 3. Use of the Room must at all times be compliant with user restrictions contained in an agreement made pursuant to The Health and Safety at Work Act 1974 (HASWA)
- 4. The room will be opened at 08.45am on the day of hire (if you need earlier access to the room contact the management at KHR 24 hours before your booked date of hire)

Cancellation by the KHR

- 5. KHR reserves the right to cancel the booking forthwith and without any liability on its part in the event of the Hirer failing to perform any of the obligations contained within these terms and conditions
- 6. If for any reason beyond its control including, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, KHR is unable to perform its obligations in connection with any booking, such non-performance is excused and KHR may terminate this contract without further liability of any nature, upon re-imburement of any sums paid by the Hirer. In no event, shall the KHR be liable for consequential damages of any nature for any reason whatsoever.

Cancellation by the Hirer

7. The Hirer may cancel a Room hire booking by giving 24 hours' notice by cancelling using the online booking page. In the event that the Hirer cancels a Room hire booking, KHR reserves the right to impose cancellation charges as follows:

- i) 7 days or more prior to the commencement of the meeting, no charges will be made.
- ii) A 25% cancellation fee will be charged if less than 7 days' notice is given for the cancellation of a meeting.
- iii) Between 24-72 hours' notice (4 days) prior to the commencement of the meeting a 50% cancellation fee will be charged.
- iv) If a meeting is cancelled within 24hrs then 100% of the room hire will be charged.

8. The Hirer is in breach of this contract if:

- i) He fails to pay to KHR any sum of money payable to KHR at the time of booking online
- ii) Room usage by the Hirer other than in accordance with the specified terms of this contract

Catering

9. KHR permits the Hirer to bring their own catering/refreshments on site on condition that

- i) If you are providing a buffet that you book crockery/cutlery from the supplier of the buffet (if you cannot get access to crockery/cutlery please give notice of your requirements on the booking form 48 hours before the booked hire date)
- ii) The hirer arranges for all catering equipment to be removed from KHR within 24 hours of hire date
- iii) The Hirer pays the standard hire charge for provision of crockery/cutlery
- ii) The Hirer leaves the room tidy and puts all rubbish in the bin(s) provided

Hours of use

10. The hire charges quoted relate to the times of the hire duration declared at the time of booking. Room usage which continues beyond these times will incur additional hire charges. Meeting rooms are charged at 30min minimum intervals unless a full day rate is applicable.

Other Points

- 11. KHR operates a no-smoking policy throughout its property.
- 12. Permission is required for all photographs, filming, and videorecording within the KHR premises.
- 13. The Hirer shall not sub-let the hired rooms
- 14. An additional discretionary fee of £50 will be charged to the hirer if the room is not left in the same state as at the commencement of hire period or is deemed, by the KHR management team, to be in an unfit state for the next booking

Damage to KHR property and items not permitted in the Roslyn Room.

15. The Hirer shall take all reasonable precautions to ensure that no damage occurs to the property of KHR or its employees. Furniture and equipment provided should be used only for the purpose for which it was designed. In the event of any damage occurring, KHR reserves the right to render the Hirer liable for the replacement or repair of any or all property damaged.

16. The Hirer shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of **nails, screws, drawing pins, blue tack, glue**, or any other means unless agreed in writing with the Management team prior to the hire period.

Equipment

17. KHR accepts no responsibility for any hired equipment or meeting room equipment provided by, for, or on behalf of the Hirer, left unattended prior to, during, or after the function

18. Equipment hired from KHR

i) Must be collected from the KHR Company Office prior to the meeting

ii) Must be returned to the KHR Company Office directly after use

iii) Any faults must be reported before leaving KHR premises

iv) The Hirer will be responsible if equipment is not returned, and penalty charges will be incurred

19. KHR cannot accept responsibility for any items lost or mislaid on the premises

20. All items stored are at the Hirer's risk

21. Any items not collected within 24 hours of the end of the meeting will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.

Insurance of property of Hirer and Hirers guests

22. The Hirer acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the Hirer and/ or guests and the Hirer is responsible for insuring such property and accordingly the KHR excludes liability for losses.

Conduct

23. The Hirer shall ensure that the event for which the Room is used is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of Management and with all applicable UK laws and regulations.

Right to Exclude or Eject Persons

24. KHR reserves the right, as it considers reasonable, to exclude or eject, any persons from the Room or the premises of the KHR whom it shall consider objectionable (including any engaged by the Hirer) and the Hirer will be liable for any liability arising thereby save where the Hirer establishes negligence or bad faith by KHR.

Data Protection Act/GDPR

25. The details of the Hirer or, where different, the Client will be held by KHR on its computer database for use by its accounts department for maintaining proper records. It will not be passed onto any third parties.

Invoicing

26. Payment to KHR for meeting room hire and catering orders must be made by BACs upon receipt of the invoice issued for these services. This is only in exceptional circumstances all payment must be made upfront on with website.

Risk Assessment

27. A generic risk assessment for the use of meeting rooms is available, please get in contact for a copy.