



Conditions of Use

of premises and House facilities

CONDITIONS OF USE

1. The USER shall ensure that the General Rules governing the use of Armenian House posted on the Centre's notice board, are complied with.
2. Armenian House operates a non-smoking policy. SMOKING IS NOT permitted anywhere on the Premises.
3. Armenian House will charge for the use of the premises and facilities. Payment should be made 5 days in advance of the meeting/event/function to the account of Armenian House Limited at Barclays Bank. Name: Armenian House Limited, Sort Code: 20-32-00 Account No: 00121002
4. Armenian House may also require the USER to pay a deposit of an amount determined by the Directors at the time of making the booking. Such deposits shall normally be refundable: a. if the booking is cancelled; b. after satisfactory inspection of the premises. If left UNCLEAN, part or all of the deposit will be forfeited for cleaning.
5. The USER shall, on making the booking, inform Armenian House of their requirement of use of kitchen or other facilities and will be responsible for complying with the instructions in Appendix 1.
6. Any cancellation must be provided in writing at least 48 hours before date in order to qualify for a refund.
7. The USER shall, during the period of use, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however light, change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including noise levels, so as to avoid complaint from neighbours.
8. The USER may be provided with a keypad code for the front door, which is time restricted for duration of the meeting or event – this code is for the organiser of the function only, and is not to be shared with any other party, including other attendees of the function (who can be let in using the entry phone system).
9. The number of persons attending meetings or functions is dependent on the space(s) booked and should generally at any rate not exceed 60.
10. The USER shall be responsible for the disposal of rubbish and ensure that the premises and facilities are left clean and tidy, particularly the kitchen and toilet facilities.
11. The USER shall be responsible for making arrangements to insure against any third party claims, which may be made against Armenian House whilst using the premises and its facilities.
12. The USER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way.
13. The USER shall indemnify Armenian House for the cost of repairs and for any damage done to any part of the property and contents, including the removal thereof, while occupying the premises.
14. The USER shall not discriminate in any of its activities on grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or mental status.

15. The USER shall familiarise themselves with the FIRE SAFETY and FIRE EMERGENCY procedures as provided in the folder in the entrance lobby, and familiarise themselves with the emergency meeting point.
16. The USER shall ensure that they take a register of attendees at their function in case of evacuation.
17. The USER shall ensure that at the conclusion of the event the WINDOWS are SHUT, particularly those in main hall, toilets and washrooms, the premises vacated and the main entrance door is securely locked on exit.
18. No block booking is allowed in advance for more than four weeks.

Appendix 1 - Instructions for use of the kitchen and other spaces

The USER may use the cooker, oven, crockery, cutlery, cups, glasses in cupboards (at no extra charge), but must request at the time of booking.

Please follow the instructions below before leaving Armenian House. Failure to do so will incur charges (deducted from your deposit).

- USERS of Meeting Room 1 (The Hall) have access to the kitchen on the 1st floor during their booking.
- USERS of Meeting Room 2 (The Lounge) or Meeting Room 3 (The Studio) have access to the kitchen on the LG floor during their booking.
- Ensure that all cutlery, crockery, etc. used are washed and put away in the cupboards.
- Bring your own table coverings, tea towels, kitchen rolls and refuse bags.
- Take all rubbish away with you.
- You may use the dishwasher – even if it is partially full. There is no need to wait for the final programme to finish running before you leave.
- You may use the fridge provided that all leftovers and perishables are removed before you leave.
- Ensure that kettle and / or urn are emptied and switched off.
- If cooker and/or urn are used, ensure that appliances are switched off and the mains socket (situated on the wall to the right of the cooker) is also switched off.
- All spillages on the carpets must be cleaned; failure to do so will incur cleaning charges.
- Ensure that all windows are shut and latches secured.
- Fire doors are clearly marked and should remain closed at all times – do not prop open with fire extinguishers.