

APPENDIX 1

Meeting Room Booking Policy
London Borough of Barnet

DRAFT

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1. INTRODUCTION

- 1.1 This Policy is in place to ensure that the London Borough of Barnet (The Council) complies fully with it's legal obligations when offering rooms for hire and use, to determine the process for such hire and use and for the control of these persons, parties or organisations who may hire or use said rooms.

2. SCOPE

- 2.1 This Policy details the good practice necessary to protect the Council, to safeguard the reputation of the Council, to optimise the management of risk and to minimise the impact of possible misuse by unauthorised persons, parties or organisations. Implementation of this policy will provide assurance to the stakeholders, partners and citizens that the council premises are being appropriately used by the council whilst complying with legislation and meeting the demands of these persons, parties or organisations who wish to use these facilities

3. BOOKING GUIDELINES

3.1 RESTRICTIONS ON USE

- 3.1.1 London Borough of Barnet Statutory Meetings must take priority over any other meetings by either staff/partners or outside organisations.
- 3.1.2 Members may, subject to availability, use Council facilities, including meeting rooms, free of charge where the use is solely connected with their role as a local councillor.
- 3.1.3 Rooms should not be used for party political purposes pursuant to section 99 Local Government Act 1972 or for a Member's personal use. The Group Rooms are outside the scope of this Policy and may be used by the Groups for their own purposes.
- 3.1.4 No hiring can be made by political parties, or for political purposes, i.e. events designed to affect support for a particular political party.
- 3.1.5 The provision of Council facilities, including room hire, may be withdrawn if the facility or other provision has been misused by the Member or is used in contravention of this guidance or the terms and conditions of hire.
- 3.1.6 Members of Parliament can hire rooms for their Surgeries and there is some provision for Candidates to use/hire rooms during elections. Some restrictions are enforced on this during PURDAH prior to elections.
- 3.1.7 Rooms at Hendon Town Hall can be hired for Weddings, Functions, Training Courses etc., by outside companies/members of the public but it should be noted that there is **no alcohol licence** for the premises.
- 3.1.8 No public meetings to be held at North London Business Park (NLBP) unless hosted by members of staff with specific invited guests.
- 3.1.9 The Atrium at North London Business Park (NLBP) - Permission must be sought for events i.e. Leaving/Retirement Functions etc., from the Chief Executive's Executive Assistant who will, in turn, seek permission from the Chief Executive. If refreshments are required for these events these can be booked via the Catering Department on 0208 359 5141. The costs for

catering must be funded by the individuals making the booking and not by the London Borough of Barnet.

- 3.1.10 Religious Meetings/Services - The booking of rooms to hold religious meetings/services is not permitted in London Borough Barnet Civic buildings.
- 3.1.11 London Borough of Barnet will ensure that the application of any part of this policy does not discriminate, directly or indirectly, against anyone on the grounds of race, disability, sex, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership.

3.2 APPLICATION FOR HIRE AND ANNOUNCEMENT OF HIRE

- 3.2.1 All applications for the hire of the premises must be made by email nlb.generaloffice@barnet.gov.uk or in writing to:
The Conference/Events Officer
London Borough Barnet
North London Business Park
Building 4
Oakleigh Road South
London N11 1NP
- 3.2.2 Applications will not be accepted from persons less than 18 years of age.
- 3.2.3 The Conference/Events Officer reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
- 3.2.4 An email at the time of the application for hire/booking will be sent to the hirer on receipt of the booking. No booking will be deemed to be confirmed until the hirer has received an acceptance e-mail from Barnet Council.
- 3.2.5 No public or private announcement of the hiring shall be made until the application has been granted and the booking has been confirmed by Barnet Council.
- 3.2.6 The Self Service Room Booking System can be used by all staff for both NLBP and Barnet house. Hendon Town Hall rooms can be booked by Governance Service or via the Room Booking Administration staff on Extension 6397

3.3 PAYMENT OF HIRE FEES AND OTHER CHARGES

- 3.3.1 Invoices will be raised at the end of each calendar month. Charges for equipment hire, catering charges and any other additional services and facilities which are displayed in Appendix 1 are also included. Payment is due within 30 days of the Invoice being issued.
- 3.3.2 The London Borough of Barnet reserves the right to increase prices with effect from the 1st of April each year. All bookings for events taking place after any price increase shall be liable to the higher charge(s) for the facilities hired.

3.4 CANCELLATION OF HIRING (by London Borough of Barnet)

- 3.4.1 In the event of any cancellation or termination of the hiring by LBB, no liability shall fall upon the London Borough of Barnet in respect of any loss sustained or expenses incurred by the Hirer or any other person as a result thereof and the Hirer is advised to insure against such loss.
- 3.4.2 LBB may cancel or terminate any hiring, if the premises are used for any purpose which they have not approved or if there is any breach of any of the terms and conditions of Hire. In the event of such cancellations all charges paid will be forfeited and the Hirer shall be liable to the LBB for any costs, expenses and losses incurred by the LBB.
- 3.4.3 LBB may cancel or terminate any hiring if the premises are required for any purpose connected with a European or United Kingdom parliamentary, local elections, national security, public safety and the prevention of disorder or crime, the economic well being of the Country, the protection of the Rights and Freedoms of others and shall not thereby incur any liability whatsoever to the Hirer other than for the return of such deposits, fees and charges as shall have been paid by the Hirer. Hirers are advised to insure against any eventuality.

3.5. CANCELLATION OF HIRING (BY THE HIRER)

- 3.5.1 Cancellations must be made by email or in writing. If the hiring is cancelled by the Hirer, s/he shall be liable for payment of the following percentage of the total hiring fee (if any).
- Where the notice of cancellation is received:
 - Less than 1 week, before the date of commencement of the hiring: 100% of the full hire fees will be payable.
 - More than 1 week but less than 3 months, before the date of commencement of the hiring: 50% of the full hire fees will be payable.

3.6 SUB LETTING

- 3.6.1 The Hirer shall not sub-let, or attempt to sub-let, under any circumstances the premises or part thereof. LBB does not accept third party bookings.

4. MANAGEMENT AND ADMINISTRATION

4.1 ACCESS TO AND VACATION OF THE PREMISES AND AVAILABILITY OF ROOMS

- 4.1.1 The Hirer, their attendees, contractors, exhibitors etc. will be allowed onto the premises during the Period of Hire specified within the Confirmation e-mail forwarded to him by the Conference and Events Officer. Under no circumstances will Hirers or their attendees, contractors, performers, exhibitors or any other person associated with the hiring be allowed onto the premises before the time specified on the Booking Confirmation.
- 4.1.2 LBB opening hours are 8am – 6pm. All Hirers and any persons associated with any hiring must have vacated and be clear of the premises by the time of completion of the Period of Hire unless previously special arrangements have been agreed with LBB at the time of Booking Confirmation.

4.2 SETTING UP CONFERENCE ROOMS

- 4.2.1 Conference rooms will be set up to the layout specified in the acceptance e-mail. Significant room layout changes on the day of the booking (that are not specified on the signed booking contract) may be subject to additional charges.
- 4.2.2 LBB will use its best endeavours to ensure rooms will be available to the correct specification but no guarantee can be given that rooms will be available to the required plan immediately upon commencement of the Period of Hire. Hirers are advised to allow a minimum of one hour between the commencement of the Period of Hire and the commencement of the event.
- 4.2.3 The Hirer shall be responsible for providing the Conference and Facilities Team with all exhibition plans, floor plans, audio visual requirements and room layouts, a minimum of 2 weeks prior to the date of the commencement of the hire for his approval/comments.
- Any adjustments to room layouts or other requirements should be made in writing or by email.

4.3 RIGHT OF ENTRY TO HIRED ROOMS AND REMOVAL OF UNDESIRABLE OBJECTS

- 4.3.1 The Conference/Events Officer reserves the right of entry to the rooms hired by the Hirer.
- 4.3.2 If anything offered for sale or exhibited in any of the premises is considered by the Conference/Events Officer or the LBB authorised officers to be likely to be undesirable, in support of a political party, in breach of copyright, unsuitable, dangerous to any person or property inside or outside the LBB, offensive or would cause the Council to be in breach of its equality duties; it shall on request be removed by the Hirer forthwith.

4.4 SUPERVISION OF PREMISES

- 4.4.1 The Hirer shall ensure that throughout the Period of Hire at least one person over 18 years of age shall be present who shall accept responsibility for ensuring the effective control and supervision of the hiring and for compliance with these conditions. The name and status of this person shall be communicated to the Conference and Events Officer at the time of booking.

4.5 DELIVERY AND REMOVAL OF GOODS AND REFUSE

- 4.5.1 The Hirer shall ensure that persons who supply equipment and other goods in connection with the hiring shall bring in and take away goods during the period of the hire in such manner as to prevent nuisance or annoyance to the occupiers of LBB and to residents in the neighbourhood.

4.5.2 Course materials can be sent in advance to the Conference and Events Officer marked clearly with Course Title, Conference Booking number, Date of Event and Room Number (if known).

4.6 PERMITTED NUMBERS

4.6.1 The maximum number of persons to be allowed admission per room at any one time is set out at Appendix 1 and the Hirer shall ensure that these numbers are not exceeded:

4.6.2 The Conference/Events Officer may, in her/his absolute discretion, reduce the maximum number of persons to be admitted if s/he considers it expedient or necessary so to do.

4.7 FIRE SAFETY PRECAUTIONS

4.7.1 The Hirer must ensure that all persons brought into LBB by him are made fully aware of the Emergency Procedures which are set out in Appendix 3.

4.7.2 The Hirer must ensure that all gangways, corridors, staircases, passageways, entrances and exits are kept entirely free from obstruction at all times and that fire doors must remain closed at all times when not in use.

4.8 ELECTRICAL INSTALLATIONS AND LBB TECHNICAL SUPPORT

4.8.1 The Hirer shall not make any alterations or additions to the existing lighting arrangements or connection to the electrical installations except with prior written permission of the Conference/Events Officer and provided such permission is given s/he shall ensure at all times that s/he complies with the relevant provisions contained within Appendix 4.

4.8.2 LBB will provide technical support to Hirers at the commencement of the Period of Hire to instruct them on the operation of hired equipment and to provide support should any item of hired equipment malfunction during the Period of Hire.

4.8.3 The supply of electrical extensions, ISDN lines and additional telephone lines may be made available with the prior approval of the Managing Officer.

4.9 FILMING

4.9.1 Filming is strictly prohibited without the prior written approval of the Conference/Events Officer.

4.10. ANIMALS AND BIRDS

4.10.1 The Hirer shall not permit any animal or bird to enter or remain on the premises excluding a guide dog accompanying a visually or hearing impaired person.

4.11 SMOKING

4.11.1 Smoking is strictly prohibited within (and immediately surrounding) the building including outside the main entrance. The Hirer will ensure they, their attendees, contractors, exhibitors etc adhere to the LBB no-smoking policy which is available on request. There is a small smoking area located at the front of Building 4 at the North London Business Park.

4.12 USE OF AMPLIFIED SOUNDS OR MUSIC

4.12.1 The Hirer shall keep music and amplified sound to below 90DB (A) at a distance of 15 metres from the noise source. Licenses for Performing Rights/Phonographic Performing are held for both Hendon Town Hall and North London Business Park.

4.13 PUBLICITY AND ADVERTISING

4.13.1 The Hirer shall not advertise any public meeting whatsoever without the prior written approval of the Conference/Events Officer.

4.14 PARKING AND BICYCLES

4.14.1 The Hirer is entitled to park in the visitor's car park at the North London Business Park and Barnet House- HTH has to be nearby on road parking except on a Saturday/Sunday when Egerton Gardens Car Park can be used subject to available spaces (Wedding parties etc) during the Period of Hire only and subject to spaces available. No guarantee of availability is given. The car park is available on a first come first serve basis Monday – Friday, 8am – 6pm. No parking is available overnight or on the weekends.

4.14.2 Bicycles including fold-up bicycles are not permitted within LBB buildings. There is an allocated bike shelter at the front of building 4 NLBP car park railway side. Any bicycles and property are left at the owner's risk.

4.15 CATERING SERVICES

4.15.1 LBB has a full in-House Catering Service. For full details e-mail Teresa.Goodall@barnet.gov.uk

4.16 ROYALTIES AND COPYRIGHT

4.16.1 The Hirer shall indemnify LBB and its officers from and against any claim for any duty, tax, royalty or copyright fee payable in respect of any entertainment given by the Hirer and against any infringement of copyright which may occur during the hiring.

4.17 PROTECTION OF USE OF DECORATIONS AND PYROTECHNICS

4.17.1 The Hirer shall not permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings or to do anything likely to cause damage to the building or any such furniture or fittings.

- 4.17.2 The Hirer shall ensure that no notice, sign, flag, bunting, banner, decoration, drapery, or other item shall be affixed to any part of the building the furniture or fittings by adhesive tape or other adhesive substance (e.g.: Blue Tac).
- 4.17.3 The Hirer shall ensure that adhesive tapes are not used to mark wooden or carpeted floors.
- 4.17.4 The Hirer shall ensure that any event stand shall be prefabricated - no painting or making good will be allowed on the premises. The position of display/exhibitions stand must be agreed in advance with the Conference/Events Officer.
- 4.17.5 Decorations, flags, emblems, gas-filled balloons, streamers or confetti will only be permitted to be used with the consent of the Conference/Events Officer. Where such consent is given, it will be conditional on the use of non-inflammable material or material treated with an approved fire-proofing substance.
- 4.17.6 LBB reserves the right to remove any poster, emblem or decoration etc. which in the opinion of the Conference/Events Officer shall be or become unseemly or unsightly or inappropriate.
- 4.17.7 The Hirer shall ensure that no naked flames, smoke making machines, indoor fireworks or stage pyrotechnics are used at LBB.

4.18 PROTECTION OF LBB PROPERTY

- 4.18.1 The Hirer must take due care and attention of the premises during the Period of Hire and where necessary protect floors, walls, soft furnishings, glass, pillars, cornices, entrances, decoration, artworks, furniture and fixtures and fittings relating to the premises which are at risk of damage.
- 4.18.2 The Hirer shall repay to LBB in the first instance and, on demand the cost of reinstating or replacing any part of the premises or any property belonging to the LBB in or upon the premises which shall be damaged, destroyed, stolen or removed during the Period of Hire.

4.19 LOSS, DAMAGE OR INJURY

- 4.19.1 The Hirer is covered by a policy of Public Liability Insurance taken out by LBB and the premium is included in the Hire Fee. A copy of the Policy is available on request from the Conference/Events Officer and the Hirer should be aware of it financial limitations and exclusions. The property of the Hirer is not covered. The Hirer must state on the Booking Form whether he has his own policy of Public Liability Insurance also.

4.20 COMPLIANCE WITH STATUTES AND REGULATIONS

- 4.20.1 The Hirer shall strictly observe and perform the relevant provisions contained in The Children and Young Persons Act, 1933, the Copyright Act 1956, or any statutory modification or re-enactment thereof and all other statutory provisions and shall comply with all obligations and requirements of any licensing LBB (including the LBB) applicable to any hiring and shall indemnify

and keep indemnified LBB, and all other officers of LBB from all penalties, damages, costs and proceedings which they may incur in consequence of any breach or default in complying with those provisions, obligations and requirements.

4.20.2 The Hirer shall strictly observe the requirements and regulations of any licensing LBB (including the LBB) as to exhibitions and Public Entertainment Licensed events and the number of persons to be admitted, arrangement of seating, widths of gangways between chairs, stands and tables, the requirement to keep free of obstruction any emergency signs, stairways and exits and other like requirements.

5. EMERGENCY PROCEDURES

In the event of an emergency occurring within LBB, audible alarms will be activated in all areas.

The alarm is a distinctive continuous two tone high pitch sound. Nominated Fire Marshalls will direct attendees to the emergency exits.

- Emergency exits are signed with a figure of a green running man above the door or exit.
- Evacuation shall be from your nearest Exit point, which is indicated on the Health and Safety posters displayed in each Conference/Meeting room.
- Evacuation should be immediate and no attempt should be made to gather or retrieve possessions from the building.
- Evacuation should be in an orderly manner, as quickly as possible and without running.
- No attempt should be made to re-enter the building until given the all clear by the Managing Officer.
- Unattended property may activate emergency evacuation procedures, so please keep your bags and other loose possessions with you at all times.
- On conclusion of the emergency, the Lead Fire Marshall will advise of and allow re-admission to the building.

6. DEFINITIONS

The "Conference and Events Officer" shall be the officer responsible for Facilities Support or such other officer for the time being in post as directed by the Facilities Manager.

The "Hirer" shall be the Organisation making the booking as addressed at the top of the Booking Confirmation

Words importing the masculine gender will include the feminine gender and visa versa.

APPENDIX 1: CHARGES AND ROOM CAPACITY

North London Business Park – Building 4

Room	Max Capacity	Style	Cost Per Hour	Cost Per Day
Beech	12	Boardroom	£20.00	£120.00
Cedar	20	Boardroom	£40.00	£240.00
Cherry	12	Boardroom	£20.00	£120.00
Holly	20	Boardroom	£40.00	£240.00
Oak	100	Cinema	£60.00	£350.00
Pine	12	Boardroom	£20.00	£120.00
Poplar	25	Cinema	£40.00	£240.00
Shannon	16	Boardroom	£20.00	£120.00
Sycamore	14	Boardroom	£20.00	£120.00
Walnut	12	Boardroom	£20.00	£120.00
Willows	12	Boardroom	£20.00	£120.00

North London Business Park - Building 2

Room Settings: Cin=Cinema/ Board=Boardroom/Horse=Horseshoe/Semi C=Semi Circle Class=Classroom

Room	Settings/Capacities	Per Hr	Per Day
Conference 1	Board (50) Horse (50) Cin (130) Semi C (50) Class (75)	£60.00	£350.00
Conference 2	Board (30) Horse (30) Cin (50) Semi C (30) Class (40)	£40.00	£200.00
Conference 3	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 1	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 2	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 3	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 4	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 5	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 6	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Training Room 7	Board (20) Horse (25) Cin (40) Semi C (25) Class (30)	£40.00	£200.00
LG1	Board (15)	£40.00	£200.00

Barnet House

Room	Settings/Capacities	Per Hr	Per Day
Committee Room 1	Board (30) Horse (30) Cin (100) Semi C (30) Class (60)	£40.00	£200.00
Committee Room 2	Board (20) Horse (25) Cin (50) Semi C (25) Class (30)	£40.00	£200.00
Committee Room 3	Board (20) Horse (25) Cin (30) Semi C (25) Class (25)	£40.00	£200.00
Committee Room 4	Board (16)	£30.00	£150.00
Room 63	Board (12)	£20.00	£100.00

Hendon Town Hall-Normal Hire

Room	Settings/Capacities	Per Hr	Per Day
Committee Room 1	Board (45) Horse (30) Cin (70) Semi C (30) Class (35)	£60	£350
Committee Room 2	Board (40) Horse (25) Cin (60) Semi C (25) Class (30)	£60	£350
Committee Room 3	Board (40) Horse (35) Cin (120) Semi C(35) Class (40)	£80	£450
Council Chamber	Fixed Seating 100	£90	£500
Heritage Room	Board (30) Horse (35) Cin (45) Semi C (35) Class (25)	£60	£350
G1 (After 4pm)	Board (8)	£20	
G13 (After 4pm)	Board (6)	£20	

Hendon Town Hall (Wedding & Civil Ceremonies)-3 Hour Slots

Weekdays

Committee Room 1	£377
Committee Room 2	£377
Committee Rooms 1&2	£500
Committee Room 3	£420
Council Chamber	£435
Heritage Room	£377

Saturdays

Committee Room 1	£440
Committee Room 2	£440
Committee Rooms 1&2	£550
Committee Room 3	£480
Council Chamber	£500
Heritage Room	£440

Sundays

Committee Room 1	£550
Committee Room 2	£550
Committee Rooms 1&2	£660
Committee Room 3	£600
Council Chamber	£620
Heritage Room	£550

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APPENDIX 2: ELECTRICAL INSTALLATIONS

The Hirer shall ensure that:

1. Wiring installed in accordance with the current edition of Regulations for Electrical Installations issued by the Institute of Electrical Engineers may be used in positions where it is not held inaccessible to interference and is open to view throughout its length.
2. Flexible cables or cords are kept as short as is practicable.
3. Lamps or lighting installed shall not be placed in such positions as to obscure means of egress or render less conspicuous the notices indicating the exits.
4. Electrical equipment is guarded as necessary to prevent accidental contact with live metal or short circuiting of live terminals etc.
5. Electrical apparatus shall be fixed in position with adequate space for operation and maintenance.
6. Only one two-way socket outlet adaptor shall be permitted in any one outlet.
7. LBB reserves the right to refuse to connect any installation which does not comply with the Regulations for Electrical Installations and any further Regulations which may be imposed.
8. LBB reserves the right to enter any room and examine the electrical wiring, luminaries or other accessories and insist on its removal if it is not appropriate.