

North Yorkshire Police Headquarters

Terms and Conditions for Room Bookings

When You book a room at Alverton Court, You agree to the following Terms and Conditions. Please make sure you read through this document **before** using a room so that You understand your responsibilities. By booking a room at Alverton Court You agree to comply with the following terms and may risk charges and removal of your room booking rights by not doing so.

1. Definitions

Chief Constable	Chief Constable of North Yorkshire Police, his employees, agents and authorised personnel
Committee Meeting Room:	the room numbered/marked 'AC01 – Forge'
Event Organiser/You:	Person or Persons or a community group requesting the use of and/or being responsible for the event being held at the Community Meeting Rooms
Event Participants	All members of the community group attending an event held at the Venue
NYP Main Reception	Ground Floor, North Yorkshire Police HQ, Alverton Court, Crosby Road, Northallerton, DL6 1BF
PCC	Police and Crime Commissioner for North Yorkshire, her employees, agents and authorised personnel
Venue	North Yorkshire Police Headquarters Alverton Court Crosby Road Northallerton DL6 1BF

2. Room Availability, Cancellations & Amendments

- 2.1. You, as the Event Organiser, agree to notify the staff at the Venue of any requirement to cancel or amend a booking as soon as possible. Please contact us on 101, select option 2 and dial 13429, email us on BusinessAdminAlverton@northyorkshirepolice.pnn.police.uk or visit our HQ reception team at the Alverton Court address provided in (1) above.
- 2.2. Staff at the Venue reserve the right to cancel a room booking with no notice should an operational, safety or security need arise. Neither the PCC nor the Chief Constable shall be liable for any costs or losses incurred directly or indirectly as a result of this cancellation.
- 2.3. North Yorkshire Police reserve the right to refuse any bookings.
- 2.4. You acknowledge that the right of access to the Venue for you and the Event Participants will be that of a licensee during the duration of the event and that no tenancy or any interest in the Venue is created or intended to be created by the use of the Community Meeting Room.

- 2.5. No warranty is made by the Police Crime Commissioner for North Yorkshire as to the fitness or suitability of the Community Meeting Room for any specific purpose.

During the Event

3. Security

- 3.1. You, as the Event Organiser, agree to be present at the event venue prior to the arrival of any Event Participants in order to: (a) welcome all Event Participants to the event, (b) ensure all Event Participants sign in (and sign out) at NYP Main Reception and (c) to ensure all Event Participants wear a visitors badge whilst at the Venue. You, as the Event Organiser, will assume responsibility for compiling a registration list of all attendees and retaining that list for use in the event of a fire/security evacuation.
- 3.2. The Community Meeting Room is held within an operational police building; as such You agree to communicate any access restrictions in place within the building and to ensure that Event Participants comply with those restrictions.

4. Fire Safety

- 4.1. In the interest of fire safety, You agree to adhere to the room capacity stated during the bookings process. You, as the Event Organiser, must familiarise yourself with the location of the nearest fire exits and the location of the fire evacuation point and the identity of the NYP Senior Officer responsible for fire safety.
- 4.2. In the event of a fire/security evacuation, You, as the Event Organiser, must assume responsibility for a headcount of all participants and will be responsible for relaying relevant information relating to any unaccounted for participants to the North Yorkshire Police Senior Officer.

5. Internet (Guest Wifi)

- 5.1. Internet facilities are provided by third party providers. Where internet facilities are available there may be disruption to the connection without prior notice and North Yorkshire Police shall not be liable whatsoever for such disruption. Members of your party undertake not to use the facility for any fraudulent purpose or in connection with any criminal offence and in contravention of any license and will indemnify the Police and Crime Commissioner for North Yorkshire and the Chief Constable of North Yorkshire Police against any claim, demand, suit, proceeding or prosecution arising therefrom.

6. Car Parking

- 6.1. There is no car parking available for event participants at Alverton Court, with the exception of a number of spaces allocated for 'blue badge' holders. A 'drop-off' facility is available to the event organiser for any meeting equipment.

- 6.2. Car parking is available within Northallerton and can be viewed via this link: [Northallerton Car Parks](#)
- 6.3. Neither the PCC nor the Chief Constable accept responsibility for damage to, or theft from, or theft of vehicles parked outside the Venue.

7. Accessibility

- 7.1. The Community Meeting Room is situated on the ground floor and can be accessed by wheelchair users. Participants also have access to a fully accessible bathroom.
- 7.2. The Community Meeting Room is fitted with a hearing induction loop.

8. Dogs and Other Pets

- 8.1. Domestic pets are not accepted in the Community Meeting Room (with the exception of guide and assistance dogs).
- 8.2. Event Participants with guide, hearing or assistance dogs are responsible for controlling their dogs and will be liable for any damage, soiling or injury however caused by the dog(s). In the event that the Event Participant does not pay any soiling charge levied, You will be responsible for the charge.

9. Furniture

- 9.1. You agree to book a room with a layout suitable for your needs. If You have not requested a change to room layout and move furniture during the booking, You must return everything to the original layout as shown on the wall at the end of your session.

10. Noise / Behaviour

- 10.1. You agree to keep noise to a minimum and will request that your Event Participants respect the working environment that the Community Meeting Room is located within.
- 10.2. Staff at the Venue reserves the right to judge the behaviour and noise levels of members of your party. If the noise and/or behaviour of the members of your party are deemed to be unacceptable then the staff at Venue may request that members of your party take steps to correct their noise levels and/or behaviour. In the event of failure to comply with management requests, staff at Venue may terminate the booking, stop any event immediately and/or ask member(s) of your party to vacate the venue premises immediately.

11. Children

- 11.1. Children aged 15 years and under must be accompanied by a responsible adult at all times.

12. Discrimination

- 12.1. The PCC and the Chief Constable are fully committed to the elimination of unfair discrimination on the grounds of gender, gender reassignment, family status, age, race, ethnic origin, sexual orientation, religion, disabled status, or any other unjustified condition, and the promotion of equality and diversity for all, in its own practices and arrangements and throughout the Police Service in England and Wales.
- 12.2. Event Participants are expected to treat Venue staff, Venue sub-contractors and other Venue patrons with dignity and respect. The PCC and/or the Chief Constable may, without incurring any liability to You or members of your party, remove from the Venue any person or persons offending against this policy.

13. Litter

- 13.1. You agree to leave the room in a clean state and remove all of your litter at the end of your booking.

14. Personal Belongings

- 14.1. Neither the PCC nor the Chief Constable accept responsibility for any loss or damage to personal belongings left in rooms.
- 14.2. Any property found in the Community Meeting Room will be retained and disposed of in line with NYP Property (Lost and Found) Procedure. Please ask at reception if you wish to see a copy of this Procedure.

15. External Purchases

- 15.1. No alcohol, wines, spirits, beers may be brought into the Venue by the Event Participants for consumption or sale. No food may be brought into the Venue by the Event Participants without the express written consent of the PCC and/or the Chief Constable.

16. Reporting Problems

- 16.1. If You find damage or mess within a room at the beginning of your booking, please inform the main reception as soon as possible. In failing to do so, You risk any charges being passed on to You.

17. Compliments and Complaints

- 17.1. Any compliment or complaint regarding the Venue should be made to NYP Main - Reception at the time of the visit so that the matter can be resolved immediately. Alternatively, You should write within 7 days of the event to the Customer Relationship Manager, North Yorkshire Police, Alverton Court, Northallerton.

Liability

18. Liability

- 18.1. For the avoidance of doubt, nothing in these Terms and Conditions shall operate to attempt to exclude or limit the PCC's or the Chief Constable's liability for the death or personal injury of any person caused by the negligence of its employee, servants, agents or authorised personnel or to attempt to exclude or limit their liability in any manner which would be unlawful, including fraud or fraudulent misrepresentation.
- 18.2. Subject to clause 18.1, the PCC and/or the Chief Constable shall under no circumstances whatsoever be liable to You/members of your party whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with the booking and/or use of the Community Meeting Rooms.
- 18.3. The PCC and/or the Chief Constable will not be liable for failure to perform any part of the booking to the extent that the failure is caused by any factor beyond its reasonable control.
- 18.4. The PCC and/or the Chief Constable are not liable for loss, theft or damage to any property belonging to a member of your party or any other property brought to the Venue by You or persons authorised by You. The staff at the Venue may, at the request of You or a member of your party, provide personnel to assist in carrying, directing, placing, installing or setting up (as the case may be) the property. The Venue will not assume custody or control of such property.
- 18.5. You/members of your party must report any loss of or damage to property immediately on discovery to the main reception, and shall make yourself/themselves available to assist with any subsequent enquiries.
- 18.6. You/members of your party shall not enter areas of the venue which are indicated as being closed to the public. The PCC and/or the Chief Constable shall not be responsible for death, personal injury or loss or damage to property suffered in such areas.
- 18.7. It is strongly requested that You have Public Liability Insurance in place to protect you against any claims for personal injuries, loss of or damage to property, or death as a result of or in connection with the activities of your event whilst at the Venue. You further agree to indemnify the PCC against any claims, liabilities, expenses, costs (including but not limited to any solicitors, surveyors' or other professional costs and expenses, and any VAT on them, assessed on a full indemnity basis), damages and losses suffered or incurred by the PCC as a result of or in

connection with any act and/or omission of You and/or the Event Participants at the Venue.

19. Third Party Liability

19.1. The PCC does not accept any liability for services rendered by third parties to you and/or members of your party notwithstanding those such services may be arranged by North Yorkshire Police.

19.2. Any claim, demand, charge, suit or damages which may be incurred by you and/or members of your party should be made directly with such third parties and North Yorkshire Police shall render reasonable assistance in this regard.

20. Statutory Requirements

20.1. The venue is subject to statutory controls, including those relating to fire, licensing, entertainment, health, hygiene and safety. These must be strictly observed by all members of your party.