

Terms and Conditions of Hire for Meeting Spaces

These Terms and Conditions apply to the hire of meeting spaces managed by The Institute of Heraldic and Genealogical Studies (IHGS). All premises are non-smoking and non-vaping environments. We reserve the right to update these terms from time to time. Please check for changes to ensure you are aware of any updates.

General Conditions

Meeting spaces may not be used for the sale or consumption of alcoholic drinks (unless by prior agreement with the IHGS).

We reserve the right, in our absolute discretion, not to hire meeting spaces to organisations or individuals that do not conform to our Equality, Diversity, and Inclusion Policy, or where we are not satisfied that the safety of the building and the public can be ensured. This includes applications that, in our opinion:

1. Would or might be likely to cause or lead to a breach of the peace.
2. Would or might be likely to cause or lead to a contravention of current criminal legislation or use of the premises for an unlawful purpose.
3. Would or might be likely to cause or lead to damage to community relations or the harmony of the adjacent area.
4. Would or could be considered detrimental to our reputation, or involve meetings/events that might compromise the perception of the space as open and welcoming to all.
5. Involve purposes likely to cause offense to public taste and decency, or displaying any exhibit or material unsuitable for public exhibition.

In line with our Prevent Duty, meeting spaces will not be hired to any organisations where it is considered that the use will foment hatred or discrimination.

Information about our Equality, Diversity, and Inclusion policies can be found online at the IHGS website "[About Us](#)" tab.

We acknowledge our duty of care to safeguard children and vulnerable people. Bookings for activities involving children (e.g., tutoring or social groups) must comply with our safeguarding policies. Any additional requirements (e.g., DBS checks, safeguarding policy) will be discussed during the application process, with costs borne by the hirer.

We reserve the right to refuse any application to hire at our discretion. No applicant shall use, or permit use of, the space for any purpose other than that specified in the application. A booking will not be considered if the precise purpose is not stated at the time of booking.

We also reserve the right to impose additional conditions where the nature of the application demands it.

Concessionary Groups

The following groups are eligible for concessionary (community) rates with a 10% discount. Proof may be requested:

- Registered Charities
- Community Interest Companies
- Not-for-profit community organizations
- Educational organisations (non-profit)
- Social groups or private individuals
- NHS/Public Health partners

All other groups will be charged at the standard (commercial) rate.

Rates

Hire rates are reviewed annually and may change on annually. All prices quoted are subject to change, and you may be required to pay the difference for bookings spanning financial years.

Space Type: Meeting Room

Facilities: Accessible toilets; projector and screen; flipchart; whiteboard; kitchenette.

Capacity: 20 people seated around the conference-style table, 30 people theatre style.

Cost per hour: £25 (to include tea, coffee, milk).

Bookings

Please contact enquiries@ihgs.ac.uk to ask about availability of the space. All hirers must complete a booking request form (see below) after confirmation of availability. If a completed form is not received within 7 days of a provisional booking, we reserve the right to cancel and rebook the space.

Hirers will be advised of the charge upon confirmation. Our determination of the charge is final, and rates may change prior to the booking date.

Bookings are not normally accepted more than 12 months ahead, though longer-term bookings may be permitted at our discretion.

Payments

Payment can be made by the hire date via cash, cheque, card, or bank transfer (for bulk bookings). Invoices for the total amount will be issued after the hire, with the balance due by the stated date.

For 10 or more consecutive bookings placed at once, a 10% discount on the usual fee applies.

The hirer is responsible for any additional costs from loss or damage (negligent or wilful) to the space or facilities during hire.

Cancellations

We reserve the right to cancel any hiring without notice for any reason. The hirer is entitled to a proportional refund of paid charges and must remove all materials.

If the hirer infringes these terms, we may cancel without refund, and the hirer remains liable for outstanding charges. We accept no responsibility for losses suffered by the hirer.

Hirers must provide 4 weeks' written notice to cancel; otherwise, 50% of the hire cost applies. Cancellations with less than 7 days' notice are not refunded.

We also reserve the right to terminate with reasonable notice (normally 21 days), unless due to emergencies (e.g., power failure, industrial action).

Insurance Policy

The hirer will be included in our public liability insurance for third-party claims arising from use of the premises (arranged by us). This costs 10% of the hire fee and is added to the invoice.

If the hirer holds their own appropriate insurance (valid for the booking and for the required sum), indicate this on the booking form and provide a copy at least 21 days prior. We reserve the right to charge for our policy if not provided or deemed inappropriate.

Our insurance covers claims arising from our negligence but does not cover the hirer's items; hirers should arrange their own insurance.

All persons using the space take it "as is." We accept no responsibility for loss or accident to persons or property (except death/personal injury from our negligence).

Hirer Responsibilities

The hirer is responsible for:

1. Completing the booking form.
2. Paying approved bookings in full within 3 days (or prior to use).
3. Including time for setup and cleanup in the booking. We may add and charge for this if not included.
4. Administering, organising, and running the event (no event starts until the hirer is present).
5. Obtaining necessary licenses (e.g., for alcohol, Performing Rights License for music/films, DBS regulations). Music/films may not be played/shown without agreement, and no flammable films allowed.
6. Supervising visitors to prevent nuisance or disturbance (breach may terminate the booking).
7. Leaving the space clean and tidy, with furniture in original position, lights off, windows closed, and appliances disconnected.
8. Indemnifying us for repair costs from any damage caused.
9. Permitting police/emergency services/our personnel to enter at any time.

10. Ensuring no sub-letting, unlawful use, or anything endangering the premises/users or invalidating insurance (e.g., electrical equipment must be safety-checked).
11. All sales arrangements (we accept no responsibility and staff cannot participate).
12. Publicity/promotion (not displayed in buildings without agreement).
13. Fire safety: Making delegates aware of signs/procedures, evacuating promptly.

Booking Request Form for Meeting Spaces

To check availability, discuss requirements, and submit this form, contact enquiries@ihgs.ac.uk

1. Contact Information for Invoicing

Organisation:	
Name of meeting/event:	
Contact name and position:	
Address:	
Postcode:	
Email:	
Telephone:	
Contact Name, Email, and Telephone of Organiser (if different from above)	
Organisation type:	Commercial: A business or organisation which aims to make a profit ☐ Community: A registered charitable or educational organisation which is non-profit making, a social group, or private individual ☐
Purchase Order Number (if applicable):	

2. Requirements

Date & time required:	
Description of Activity (what will you be using the space for?)	
What are the Potential Hazards of This Activity?	
What Safety Measures Will	

You Put in Place to Mitigate the Risk of These Hazards?	
Number of People Attending the Session	

Declaration

To be signed by the person named in Section 1.

I undertake to comply with the Terms and Conditions of Hire, which I have received and read.

Signed: _____ Date: _____

Position in Organisation: _____