

**MILLENNIUM COASTAL PARK  
DISCOVERY CENTRE - CONFERENCE ROOM  
TERMS & CONDITIONS**

**1. Definitions and interpretation**

- 1.1 'the Fee' means the sum of £.....
- 1.2 'the Room' means Conference Room , Millennium Coastal Park, Discovery Centre at North Dock, Llanelli
- 1.3 'the Standard Conditions' means the Council's Standard Conditions of Hire.

**2. User**

- 2.1 No part of the Room is to be used for any purpose other than the Purpose of the Hiring
- 2.2 No part of the Room is to be used for any unlawful purpose or in any unlawful way
- 2.3 No animal is to be brought into the Room or allowed to enter the Room without the consent of the Council

**3. Electrical equipment**

- 3.1 No lighting, heating, power or other electrical fittings or appliances in the Room are to be altered moved or in any way interfered with
- 3.2 No additional lighting, hearing, power or other electrical fittings or appliances are to be installed or used without the prior consent of the Council

**4. Supervision**

- 4.1 During the Period of the Hiring the Hirer is to be responsible for:
  - 4.1.1 the efficient supervision of the Room including (without prejudice to the generality of the above)
  - 4.1.2 the effective control of children
  - 4.1.3 the orderly and safe admission and departure of persons to and from the Room
  - 4.1.4 the orderly and safe vacation of the Conference Room in case of emergency
  - 4.1.5 the safety of the Conference Rom
  - 4.1.6 the preservation of good order and decency in the Room
  - 4.1.7 ensuring that all doors giving egress from the Room are left unfastened and unobstructed and immediately available for exit
  - 4.1.8 ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the Room

**5. Decorations and advertising**

- 5.1 No bolts nails tacks screws bits pins or other like objects are to be driven into any part of the Room nor is any adhesive substance to be attached to it
- 5.2 No placards or other articles are to be fixed to any part of the Room
- 5.3 No cotton wool or highly inflammable material is to be used for decoration or other purposes
- 5.4 No posters, boards, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Room without the previous consent of the Council
- 5.5 The Council reserves the right to remove any permitted posters, boards, signs, flags or other emblems or advertisements which become so dirty or torn as to be untidy or unsightly

**6. Statutory requirements**

- 6.1 The Hirer must not do or permit any act, matter or thing which would or might constitute a breach of any statutory requirements affecting the Room or which would or might vitiate in whole or in part any insurance effected in respect of the Room
- 6.2 The Hirer must comply with all conditions and regulations made in respect of the Room by the Fire Authority and a copy of these will be supplied to the Hirer on request.

**7. Copyright works**

- 7.1 In the use of the Room the Hirer is not to infringe any copyright or allow any copyright to be infringed
- 7.2 If the use of the Room will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copyright subsists it will be the responsibility of the Hirer to obtain prior to the Period of the Hiring the consent of the owner of the relevant copyright and to pay all composers' and other fees or royalties which may be payable in respect of the function

**8. Smoking**

Smoking is not to be permitted in the Room or on the Balcony.

**9. Expiration of Period of Hiring**

- 9.1 At the expiration of the Period of the Hiring the Hirer is to leave the Room in a clean and orderly state free of litter and in particular (but without prejudice to the generality of the above);
- 9.2 the Hirer is to remove all equipment previously brought in by or on behalf of the Hirer, and
- 9.3 the Hirer is to ensure that all tables and chairs supplied by the Council are to be returned in the manner in which they were found.

**10. Agreement personal to Hirer**

The benefit of the Agreement is personal to the Hirer and not assignable or capable of being sub-hired

**11. Damage to Council property**

The Hirer is to take good care of and not cause any damage to be done to the Room or to any fittings, equipment or other property in the Room and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible (or anyone permitted by the Hirer to enter the Room)

**12. Injury to persons and loss of property**

12.1 The Council will not be liable for the death of or injury to any person attending the Room for the function the subject of the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of the Council

12.2 The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Room either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the Council

12.3 The Hirer will indemnify the Council against all such liabilities as are mentioned in this Condition

**13. Further exclusions of liability**

13.1 The Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire government restriction or act of God which may cause the Room to be temporarily closed or the hiring to be interrupted or cancelled

13.2 The Council gives no warranty that the Room is legally or physically fit for any specific purpose

**14. Right of entry**

14.1 The Council reserves the right for duly authorised members or officers or employees of the Council to enter the Room at any time for any authorised purpose

14.2 Entry for meetings before 10am is accessed through the rear door of the Discovery Centre

14.3 Entry between 10am and 5pm is through the main east and west lobby doors of the Discovery Centre

**15. Cancellation by Hirer**

15.1 If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give to the Council notice to that effect

15.2 If such notice is given not later than two weeks prior to the Period of the Hiring and if the Council is able to effect an alternative hiring then the Council will refund to the Hirer the Fee less a 10% administration charge but otherwise the Council will be entitled to retain the whole of the Fee

**16. Cancellation by Council**

16.1 The Council may cancel the hiring if the Room is rendered unusable by any such event as is mentioned in Condition 13.1

16.2 If the hiring is cancelled for any such reason as is mentioned in Condition 13.1 the Council will give to the Hirer the maximum practicable notice and refund the Fee but will not otherwise be liable to the Hirer

**17. Breach by the Hirer**

17.1 If the Hirer fails to observe and perform any of these Conditions the Council may:

17.1.1 charge to and recover from the Hirer any expenses incurred by the Council in remedying any such failure including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate, and

17.1.2 cancel the instant or any other hiring of the Room by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise

**18. Complaints**

Any complaint arising out of the hiring must be made in writing to the Council within 3 working days after the expiration of the Period of the Hiring