



LCB Depot meeting rooms – terms and conditions of hire | June 2022

In order to ensure that your event runs as smoothly as possible please take into account the following points when booking a meeting room at LCB Depot. Please note that hire is subject to LCB Depot's standard terms and conditions – see pages 2 & 3 below. For more info see www.lcbdepot.co.uk/meeting-rooms

Opening times

The opening times of LCB Depot Reception are Monday to Friday 9.00am – 5.00pm. Meetings can only take place during these hours. Please be aware that if your meeting has a 9.00am start you will not be granted access until this time. Please ensure that all delegates/facilitators are aware of this. It is possible to arrange access from 8.30am - please discuss this with a member of Reception staff.

AV/presentation equipment

You are welcome to bring your own AV/presentation equipment but please allow time for setting up and dismantling when booking the room. Please also ensure that your equipment has been PAT tested and found safe to use. For presentations, our Courtyard, Garden, and Old Gallery Rooms have a large TV screen each that you can connect your device to, using our HDMI cables. We also have flipcharts and pens. There is no extra charge to use these.

If there are trailing leads please ask the LCB Depot staff for cable covers. Our staff will also be happy to loan you extension leads should you need them.

Greeting your delegates

To ensure we can meet the needs of your visitors please inform LCB Depot staff if the number of people you are expecting to attend either increases or decreases before the event.

All visitors should report to LCB Reception. From this point our staff will direct them to the relevant room. You are welcome to provide your own greeting staff should you prefer. Please also inform our staff when you have vacated the room.

If your event has a split agenda or you have guests arriving at different times please inform our staff so that we can greet your visitors accordingly.

Prior permission must be obtained from LCB Depot to attach posters, banners, flags or other such material to both the interior and exterior of the premises.

If there is anyone attending your meeting who would need assistance in the event of a building evacuation please inform a member of the team at LCB Depot in advance of your meeting

Parking

There is no parking available onsite except for disabled users. However, if you need to load or unload equipment you may bring your vehicle into our courtyard temporarily. Please contact LCB Depot Reception on 0116 261 6800 on the day of your event and we will arrange access.

Discounted parking – at £7.95 for all day - is available for users of our meeting rooms at the **NCP Rutland Centre** multi-storey car park across the road in Halford Street LE1 1TQ, if you get your NCP ticket validated at the LCB café-bar counter before you pay at the NCP pay station. Nearby **NCP Lee Circle** multistorey charges £3.95 for 24 hour parking inside (different charges apply to the parking area outside the multistorey).

City centre on-street meter parking

Charges apply Monday to Saturday from 6am to 6.00pm, and on Bank Holidays and Sundays in some streets - check the prices, times and days on the meter you use. Monday to Saturday £1 for 1 hour, £3 for up to 2 hours, with a 2-hour maximum stay (or £2 for up to 3 hours in some streets). On Bank Holidays parking costs £1 for up to 3 hours maximum in central areas, or is free in others. On Sundays parking is free in most streets (or £1 for up to 3 hours in others).

Cancellation

If you cancel your booking with less than one week's notice you will still be liable for the full hire charge.

Terms and Conditions of Room Hire at LCB Depot

1. Where an organisation is named on the booking form, that organisation shall be considered the Hirer and shall be jointly and severally liable herein with the person who signs the form.
2. The Hirer shall not sub-license any part thereof.
3. The Hirer is responsible for any damage to the hired premises and to any of the property within the premises for the entirety of the hire.
4. A hire starts as soon as the Hirer and personnel enter the space hired and does not cease until the Hirer and personnel vacate the space hired.
5. Property and refuse of the Hirer and personnel must be removed following the hire and in default LCB Depot shall be entitled to remove such property and refuse and recover the cost thereof from the Hirer. The premises must be left in a clean and tidy condition.
6. LCB Depot shall not be responsible for any loss of, theft or damage to any property arising out of the hiring.
7. LCB Depot shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled except where such loss is in the form of death or personal injury or loss caused by the negligence of LCB Depot.
8. The Hirer shall be liable for and indemnify LCB Depot in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person(s) in his/her employ,

except in the case of death or personal injury that is caused by the negligence of LCB Depot.

9. The right of entry to the premises is reserved for any officers of LCB Depot on duty and any Police Officer at any time during the hiring.

10. The Hirer shall comply with all relevant LCB Depot operating policies and procedures including Health and Safety.

11. A first aid kit is available from Reception but the Hirer/event leader is responsible for assisting delegates with their first aid needs.

12. The Hirer shall comply with all reasonable requirements of LCB Depot personnel for the duration of the premises being hired.

13. The Hirer shall comply with all reasonable requirements of the duty officer on behalf of the LCB Depot, for the duration of the premises being hired.

14. The Hirer must obtain prior permission of LCB Depot to attach posters, banners, flags or other such material to both the interior and exterior of the premises.

15. No part of the hired premises shall be used other than for the purpose of the room hire described on the booking form.

16. The Hirer agrees to comply at all times with all relevant statutory provisions applicable to occupation, use, hiring and management of the hired premises and the purpose for which they are hired.

17. The Hirer shall leave fire points and accessories uncovered on request to the satisfaction of the Chief Fire Officer.

18. In the event of a Hirer cancelling a booking with less than one week's notice, the full hire charge will be applied.

19. LCB Depot will, for all conference events provide such a number of staff as they, in their absolute discretion, consider appropriate, at the Hirer's expense and the said staff have the powers to enforce the observance of the conditions of Hire as well as the preservation of peace and good order.

20.a. LCB Depot shall have the power to alter hire charges so as to increase the total amount that the Hirer is liable to pay for this hiring provided that the Hirer is given notice in writing 28 days prior to the hiring.

b. In the case of clause 20a being invoked the Hirer shall be entitled to cancel the hire.

c. Where the Hirer elects to cancel the hiring as in 20b, hereof LCB Depot shall not be liable to pay any compensation for any loss incurred by the Hirer.

21. LCB Depot retains the right to cancel at its discretion any hiring and refund all monies if the hire is deemed likely to offend the public or embarrass LCB Depot, its tenant companies, or Leicester City Council.

22. The Hirer is not permitted to provide food or drink during their event that is supplied by caterers other than the LCB Depot onsite caterers Grays.

23. A Hirer who makes six or more room bookings at the same time will get a 10% discount on the room hire costs of those bookings (before VAT is added, and not including the Print Room).

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