



Volunteer Centre
Dacorum

The Roundhouse
Marlowes
Hemel Hempstead
HP1 1DT

01442 247209 / 214734

email: info@volunteerdacorum.org

web: www.volunteerdacorum.org

THE ROUNDHOUSE – A RESOURCE CENTRE FOR VOLUNTARY AND COMMUNITY GROUPS

The Roundhouse has full disabled access and it's a lot bigger than you might think from the outside. Anyone interested in using any of the facilities listed below is welcome to call in for the "circular tour" and a cup of coffee!

Volunteer Centre Dacorum is very grateful to Capacitybuilders for a grant which has enabled improvements to be made to the Roundhouse in March 2009.

We can offer:-

- 1. Windows for displays** – free use for Volunteer Centre members.
Please book in advance, especially if there is an event or promotion requiring particular dates. There is one large window display area for A3 and A4 posters, and 8 small windows.
- 2. Interview rooms**
 - 1:1 meetings
 - Internet connection
 - Portable hearing loop
 - £8 per hour for Volunteer Centre members (£10 for non members)
- 3. Resources Room for meetings / training etc :-**
 - Suitable for meetings of 10 –12 people, or 15 seated theatre style
 - Interactive whiteboard, projector and laptop
 - Internet connection
 - Reception service and waiting area
 - Small kitchen to prepare drinks / snacks
 - Available on an hourly or daily basis, regularly or occasionally
 - £10 per hour for Volunteer Centre members (£12.50 per hour non-members)
- 4. Leaflet displays** - please keep us supplied with up to date information
- 5. Resource library for people who work with volunteers** – loads of books and journals on volunteer management and related issues. Please call in for a browse. We have duplicate copies of the most popular books for short term loan.

The Roundhouse can be used by charities for fundraising activities e.g. sale of Christmas cards, but not for commercial retail. This is a condition of the the Volunteer Centre's licence to operate.

We welcome room hire bookings from businesses too - please phone for details.



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TERMS AND CONDITIONS OF ROOM HIRE

The Roundhouse is a building owned by Dacorum Borough Council but licenced to Volunteer Centre Dacorum until March 2012.

THE ROUNDHOUSE is the home of Volunteer Centre Dacorum, and the letting of rooms to other organisations is subordinate to this function. Hirers are asked at all times to exercise due consideration for other users of the building.

Organisations who wish to hire facilities must be approved by the Manager of the Volunteer Centre. Certain organisations or activities may not be considered appropriate, or meet the terms of our licence to operate.

INSURANCE

Organisations are advised to have Public Liability insurance against any risk that may arise in their activities.

PUBLICITY for events/meetings at the Roundhouse should bear a contact address or number for the organisers. Charging for admission to the building is not allowed.

FIRE PRECAUTIONS. People's attention should be drawn to the fire exit instructions displayed throughout the building. The hirer must take all precautions possible to prevent danger or damage by fire and ensure that all fire exits and accessories accessible.

Fire Assembly point: Outside Boots The Opticians

SIGNING IN / OUT

All visitors to the Roundhouse are required to sign in on arrival and sign out as they leave.

SMOKING AND ALCOHOL are not permitted in the Roundhouse.

CLEANING UP. Rooms must be left clean after use and furniture replaced where found. The cleaner will remove small amounts of rubbish, but please take away as much as you can. We have no dustbin because of the nature of our building in the centre of the Marlowes.

USE OF THE KITCHEN is included in the hiring fee. We ask that no food is eaten in the public area of the building or at the reception desk. The kitchen contains a small fridge, kettle, teapot, crockery and washing up materials. Please bear in mind that the kitchen will often be shared. Hirers are required to wash up, dry and put away all equipment used before leaving.

EQUIPMENT

Any electrical equipment brought into the building must have a current Portable Appliance Test.

DAMAGE

If any damage is done to the building, furniture or equipment, the amount of damage shall be paid for by the person or persons responsible for hiring.

PUBLIC USE OF SOUND RECORDINGS

The hirer shall be responsible for obtaining the necessary licences in respect of the Public use of Sound Recordings. The hirer shall be responsible for all charges related to obtaining licences.

STORAGE space is limited. Therefore, except where special arrangements have been made, hirers may not leave their property on the premises between meetings. Under no circumstances will the Volunteer Centre accept liability for any property left or stored in the Roundhouse.

CAR PARKING

There is no parking space around the building as it is sited in a pedestrianised shopping precinct. Access for delivering items is however allowed, so long as any vehicle is moved to a car park as soon as the delivery has been made. Public car parks nearby are in the Water Gardens and Marlowes Shopping Centre.

OPENING HOURS

The Roundhouse is open from 9.30am to 4pm Monday to Friday and at other times by special arrangement.

PAYMENT FOR HIRE

Payments are due within 30 days of invoice.

CANCELLATION

If the hirer cancels a booking less than 1 clear week prior to the event, they will be charged the full hire fee.

Volunteer Centre Dacorum reserves the right to amend the Terms and Conditions at any time.

I hereby agree these Terms and Conditions by signature.

NAME:

STATUS:
(i.e. in organisation, relevant to booking)

SIGNATURE:

INVOICE ADDRESS:
.....
.....
.....

DATE: