

Education Centre Venue Hire Terms and Conditions

1. The Hirer must familiarise themselves with the [Fire Safety and Evacuation Information](#).
2. Car parking across the main hospital site – including the multi-storey car park – operates using automatic number plate recognition. [More information about parking and charges is available on our Trust website](#).
3. Only food provided by the catering team at Dorset County Hospital (DCH) can be consumed in the Education Centre. Please contact them using the details below, ensuring you are aware of any allergies within your group and that these are confirmed with the catering team:

Damers Restaurant, Dorset County Hospital – Ext. 4203 / 01305 254203

4. No smoking or intoxicants, including e-cigarettes / vapes, are permitted on the premises or in the hospital grounds.
5. The Hirer is responsible for ensuring that when attendees use their own equipment i.e. a laptop, that it is safe and used appropriately.
6. We will not be held responsible for any loss or damage to personal property. The Hirer is responsible for providing equipment insurance cover. We may require written proof of such cover before agreeing to a booking.
7. The Hirer is responsible for ensuring that a risk assessment has been completed for the event.
8. The Hirer shall notify the office at the time of booking of any health and safety hazards which may arise from the proposed use. Rooms may only be used for the purpose described on the booking form. Where children or vulnerable people are involved in the activity, the hirer shall, on request, provide written proof that satisfactory protection, supervision and safeguarding policies are in place.
9. An administration charge of £20, for **each** room booked, will be made in the event of a cancellation after the booking has been confirmed by email. If the cancellation is less than three weeks before the date of hire the **full cost** of the room hire will be payable.
10. Payment of all charges is due within 30 days of the invoice date, or in full before the event, whichever is soonest. The Hirer is responsible for paying all charges whatsoever arising from the booking including cancellation charges. The Hirer must be the user of the room(s) booked and shall not assign or transfer the booking or purport to hire the room(s) to any third party.
11. The room(s) hired and all furniture and fittings must be left as found. Heating and ventilation settings must be left as found. Any adjustments will be made only by Education Centre staff, on request. The hiring of the room does not mean free access to the hospital; the Hirer must ensure that their party keep to the room and communal areas within the Education Centre, to which they have been directed.

CHECKLIST FOR HIRER

- ☐ Ensure that a register of attendees is taken, in case of an emergency.
- ☐ Ensure you are aware of anyone within your group with allergies and that if you have ordered refreshments, you pass this information on to the Catering team.
- ☐ The Hirer will be held accountable for damage/loss to property or equipment that occurs through negligence.
- ☐ The Education Centre Business Manager reserves the right to charge additional domestic costs when the rooms are left in an unreasonable condition.
- ☐ Switch off lights and electrical equipment.
- ☐ Close windows and doors when you leave.

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