



Rickmansworth Waterways Trust

Heritage Education Centre

Terms of Use



99-101 Church Street
Rickmansworth
Hertfordshire
WD3 1JJ
www.rwt.org.uk
Registered Charity 1024322

Terms of Use Relating to the Hire of the Rickmansworth Waterways Trust

Heritage Education Centre

- 1) Keys are obtained from The General Manager of the Rickmansworth Waterways Trust. Each hirer is responsible for returning the keys. The process for picking up and returning keys will be confirmed by the General Manager once a hire has been confirmed. Keys must not be handed on to another person without express permission of the General Manager.
- 2) All Hirers/Users of the education centre must ensure that the following actions have been completed when vacating the building at the end of their Period of Hire.

MAIN HALL

- a) All Blinds must be CLOSED and all external doors CLOSED & LOCKED.
- b) Emergency Exit Doors must be securely CLOSED & LOCKED.
- c) Individual heating will be provided as necessary for your visit and the heaters /switches should not need to be touched.
- d) All lights must be turned OFF from the switches at the main door.
- e) All Velux windows and blinds must be closed as per the specific and separate instruction.
- f) Any furniture moved is to be replaced where originally found.
- g) The door between the Lobby and Main Hall to be CLOSED on exit.
- h) The door to the toilets must be closed and the light turned off.
- i) The light in the kitchen is to be turned off

3) **Alarm**

The grey key fob is used to set the alarm upon leaving the centre. Hold the fob up against the alarm panel as per the specific and separate instructions.

- 3) Outer Front doors to be secure and LOCKED as per specific and separate instructions.

- 5) The Hirer is solely responsible for disposal of all their own waste.

This must be removed from the building and the grounds of the Education Centre.

IF YOU DO NOT REMOVE YOUR WASTE, THIS MAY RESULT IN THE LOSS OF YOUR ABILITY TO HIRE THE PREMISES AGAIN

- 6) The Centre is only available for the hours that you have booked and this includes any setting up and clearing away time.

Please ensure that all those who are responsible for the use of the Centre are aware of these Terms of Use.

These Terms of Use may change from time to time, the Terms of Use that apply to hiring the hall will be those prevailing at the time of hire.

Thank you for your cooperation