

Atrium Suite

Redwither Tower, Redwither Business Park, Wrexham, LL13 9XT

Notes & Conditions of Hire

General Information & Terms and Conditions of Booking

Booking confirmation

Any booking is provisional until we have received a completed booking form from the hirer. Provisional bookings can be made over the telephone, via fax, e-mail.

The booking form must be completed in full (including the full budget code for WCBC hirers) and returned within 7 days in order to confirm the booking. **Bookings will be held provisionally for 7 days.** However if no booking form is received after this time, the booking may be released without notice.

If the number of delegates change from the original booking, please inform either via e-mail (atriumbookings@wrexham.gov.uk) or telephone (01978 667000) at least 24 hours before the event is due to take place.

Payment

An invoice will be raised within 4 weeks of your event taking place. Payment terms are 28 days from the date of invoice.

Cancellation

Should you need to cancel your booking please e-mail atriumbookings@wrexham.gov.uk at least 5 working days prior to your event. Failure to do so may result in all fees being payable.

Health, Safety, Security and Fire Procedures

By making a booking, the hirer and delegates agree to comply with all health and safety, fire precaution and security guidelines issued by Wrexham County Borough Council. In particular, please refer to the laminated notice regarding fire alarm procedure in the Atrium Suite. Redwither Tower is a NO SMOKING building.

Other Info

Please note: The following facilities are NOT available:-telephone lines, electrical extensions or laptop computers.

Please do not move the plant displays in the Atrium Suite.

Conditions of Hire

- ❖ All delegates should be made aware of the fire procedure (which is displayed inside the Atrium Suite) escape routes & the location of the fire assembly point. On hearing an alarm, visitors must leave the building and meet at the designated assembly point outside.
- ❖ The Hirer agrees to keep all gangways, passages and staircases entirely free from any temporary or permanent obstruction of any nature or sort.
- ❖ Fire exits must be left clear at all times.
- ❖ If the Owner finds that the hiring is, or is likely to be of an objectionable or undesirable nature, not in accordance with the purpose, or that the Hirer is otherwise in breach of any condition of this agreement, this agreement may be cancelled immediately by the Owner without payment of compensation to the Hirer.
- ❖ Hirers are responsible for the care of the room during its hire. The Suite and premises are to be left in a clean and tidy order at the end of each day of the hiring period, and the hirer agrees to reimburse the Owner for any additional expense for cleaning or repairs as a result of the use or misuse of the Suite or premises by the Hirer if this condition is not complied with. Written permission of the Owner must be obtained if possessions are to be left overnight in the Suite. The Owner is indemnified from the loss or damage to items left overnight in the Suite.
- ❖ The hirer will be responsible for meeting the cost of any repair or replacement of WCBC premises or property, and/or of any necessary remedial cleaning, which arises from any carelessness, neglect or default of any of their delegates.
- ❖ If any damage is done to the suite and/or the Premises and/or their fixtures, fittings and effects, the expense of making good the same is to be paid by the Hirer.
- ❖ Redwither Tower accepts no responsibility for the property of participants. No liability will attach to the Owner in respect of any loss or damage for anything brought onto the premises by the Hirer.
- ❖ The Hirer will be responsible for all loss of, or damage to the property at the premises, and for any injury to persons and things caused by, or in consequence of any act or omission on the part of the Hirer, its agents or servants, and is to keep the Owner indemnified in respect of any loss, damage or injury.
- ❖ Please keep personal belongings with you at all times.
- ❖ The only permitted use is the Purpose as per the official booking form.
- ❖ No other use than the stated purpose shall be undertaken in the Conference Room.
- ❖ The purpose is to be conducted at all times in a decent and orderly fashion.
- ❖ The right of entry to the Conference Room is reserved to the Owner and Wrexham County Borough Council authorised representatives at all times.
- ❖ Access is not permitted to any part of the premises other than the Suite and Toilet facilities.
- ❖ No poster, direction, sign or other material may be affixed in or about the Suite, or elsewhere on the premises without prior permission.
- ❖ No large items may be brought onto the premises or into the Suite without the written permission of Wrexham County Borough Council, and in the event that such permission is given, the Hirer will be responsible for all damage occasioned to the Premises and/or the Suite.
- ❖ Redwither Tower is a non-smoking building under the Wrexham County Borough Council's rules and regulations.