

PLACE2BE HIRED SPACE TERMS OF USE

- The number of people using the room hired should not exceed the capacity advertised for the room.
- A delegate list should be given to the centre manager/reception team 2 working days prior to date of room use.
- All guests must sign in at reception. (Due to limited space in our reception area, we ask that your guests arrive no more than 5 minutes before the session start time.)
- All guests should wear their identification/sign-in badges whilst on the premises.
- Guest access is to the ground or first floors only.
- No portable electrical appliances should be used without the express permission of Place2Be center management.
- All guests should abide by our good housekeeping practices:
 - No alterations should be attempted or made to the room.
 - All waste should be placed in the bins provided.
 - The dishwasher should be loaded at the end of each session.
 - You should not stick anything (blue-tac, tape etc) on the walls. There are whiteboards on wheels in each of the training rooms which you can use instead.
- Management will not accept responsibility for the loss or damage to any belongings left unattended. In exceptional circumstances, with prior written agreement with the center manager, items may be left overnight at the hirer's risk .
- External catering is allowed, please inform the receptionists in advance of any delivery by an external caterer delivery: the hirer is responsible for ensuring that all food served meets legally required health and hygiene standards.
- Hirers are responsible for ensuring that the noise level within their room is such that it does not cause interference with other activities within the building or inconvenience for occupiers of nearby premises.
- Smoking is not permitted anywhere in the building. Smoking is only permitted in designated areas outside of the premises.
- Except in the case of trained guide-dogs for the blind, no dogs are permitted on the premises.
- The hirer should not engage in any activities that will pose a risk or threat to any person at the premises or bring reputational damage to Place2Be.

USEFUL INFORMATION

- Your nearest first aiders will be the receptionists, please go to them if you need any assistance during your time at 175.
- Any accidents must be reported to the Centre Manager and/or reception.
- Please report any potential health and safety concerns to the Centre Manager and/or reception.
- Unless reception informs you otherwise no fire drills will be planned during your time at 175, therefore should you hear the alarm please leave the building immediately by any marked exit route. *There is fire signage throughout the building stating our emergency evacuation point and fire exits.*
- There is a training room guidebook located in each training room containing instructions on how to use and set up the IT equipment.
- The computer log-on details are: Username: p2bguest Password: P2bGuest
- The WiFi details are, Network: Place2Be – Guest Password: 175St.J0hnst
- There is limited street parking available on Aylesbury Street. We recommend travelling by public transport, Farringdon station is an 8 minutes' walk away which has access to mainline train services, and the Circle, Hammersmith & City and Metropolitan tube lines. Angel, Barbican and Old Street stations are also nearby.