

**Memorandum of Understanding for booking of the Nottinghamshire LPC office**

Facilities

Room holds :-

30 attendees – theatre style, 20 attendees – cabaret style, 16 attendees – boardroom style

Single toilet facilities in anteroom

Tea and coffee making facilities

Wifi access

There is a lift for access to the office on the 1<sup>st</sup> floor

Agreements with the Nottinghamshire Local Pharmaceutical Committee (“Notts LPC”) for the hire of LPC Office, Suite E, Cotgrave Business Hub, Candleby Lane, Cotgrave are subject to these Terms and Conditions of Hire .

- 1) The Hirer is present, or arranges for sufficient representatives to be present, throughout the hire of the room to ensure compliance with the following conditions and will be responsible for: -
  - a) Making themselves familiar with the guidance provided for the use of the room
  - b) Ensuring that the premises are kept secure for the duration of use (including the communal front door)
  - c) Ensuring to take care of the items in the room
  - d) Ensuring that the premises (including kitchen, toilet, office equipment) are left clean and tidy and all rubbish has been cleared away in the bin provided, failure to leave the premises clean and tidy could result in a cleaning charge levied to the hirer.
  - e) Ensuring that all equipment, chairs and tables are returned to where they were on entering the room
  - f) Ensuring that the air conditioning unit, lights and coffee machine are switched off before leaving and that all attendees have vacated the building
  - g) Ensuring that they and their attendees recognise the fact that the premises are situated in a business hub and conduct themselves accordingly so as to not disrupt others working whilst in the office or in the communal areas.

2) Fire regulations

The Hirer shall

- a) Ensure that all attendees are aware of the fire exits and evacuation meeting place (fire escapes on either end of the main corridor, meeting point is outside HotPots Café). Please note there is only a fire alarm test on a Tuesday @ 2.30pm, so if the alarm sounds at any other time please evacuate to the meeting point, ensuring that the fire brigade is called.



3) Use of room

The hirer shall not

- a) sub-let or use the Premises for any purpose other than that described in their Booking Application
  - b) use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
  - c) do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
  - d) allow the use of drugs on the Premises
  - e) allow smoking in the Premises, in the patio area or in the vicinity of the entrances.
  - f) Allow any access or attempt to access information held by Notts LPC on the premises either digitally or materially
- 4) First Aid

First Aid is the responsibility of the hirer of the room (First Aid kit is located on the side of the cabinet near the office door)

5) Carparking

There is car parking either at the front of the business hub or to the right of the business hub and signposted from Candleby Lane (shoppers car park). There are no restrictions, but it is busy during school drop off and pick up times. Vehicles are parked at the owner's risk. Notts LPC cannot guarantee parking spaces will be available.

6) Admittance to the room

The hirer should ensure that the attendees are aware of how to gain access to the building (press 5 and the bell symbol to ring up to the office and then the organiser can answer and unlock the door using the intercom)

7) Damage

The hirer will be responsible for covering the costs for replacement or full repair of any items which are broken / damaged whilst using the room,

**Acceptance**

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

**Signed**

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