

Guidance for room hire at The Queen Mary Centre, Wisbech

All visitors must liaise with the staff of The Queen Mary Centre prior to their booking. All hirers must have a confirmed booking form outlining the room hire. We recommend that hirers bring a copy of their booking form to the centre on the day of their hire.

Access and Parking

- All hirers and visitors should access the building via the main entrance unless prior permission is granted by the staff of the centre.
- Disabled access to the centre is via the main entrance or the side ramp of the building.
- The centre has a small car park to the rear which is available for the use of the hirer. We recommend that guests use the Somers Road public car park which is located next to the centre. There is no charge or time restriction for parking within this car park.
- Disabled parking is available at the centre. Additional disabled spaces can be found in the Somers Road public car park.
- No parking is permitted outside the front entrance of the building.

Cloakroom Facilities

- Toilets and disabled toilets are available throughout the premises.

Meeting Rooms and Halls

- The hirer should ensure that the room is left as it was found following their event.
- Floor plans are located on the walls of both the main and small hall. Furniture including tables and chairs should be stacked in accordance with the floor plans.
- In the event that the premises management have to arrange additional cleaning, the hirer will be invoiced accordingly.
- Hirers should not display posters, decorations, photographs, signs ect without prior permission from the staff of the centre.
- No equipment other than tables and chairs will be provided unless specified by the hirer at the time of booking.

Arrival and Departure Times

- The hirer and their guests will not be able to access their hired room in advance of their agreed booking time.
- The hirer and their guests must vacate the meeting or function room promptly on the time agreed on the agreed booking form.

Health and Safety

- All hirers should sign in to the centre using the visitor's book found at reception.
- Hirers are responsible for ensuring that either their visitors have signed into the premises via the signing in book at reception or the hirer should take note of guests attending.
- Hirers are responsible for ensuring that their guests are aware of fire evacuation procedures for the centre.
- Fire alarms are tested at the centre on Tuesday mornings at 10.30am. There is no need to evacuate the premises during this test.
- If the hirer or their guests become aware of a fire within the building, they must press one of the red fire alarm control points throughout the building and vacate the premises via the nearest fire exit. The evacuation point is within the rear car park.
- Upon request hirers must provide a copy of their risk assessment prior to the event along with a copy of their public liability insurance.
- Hirers are permitted to bring electrical equipment onto the premises, however equipment must be PAT tested and have a pass sticker on display.

- No dogs or other animals are to be allowed into the building at any time apart from assistance animals.

Smoking Areas

- Visitors to the centre are only permitted to smoke within the designated smoking area outside the main entrance of the centre.

Events with Children

- The hirer must ensure that any child or young person who is attending an event is supervised by a responsible adult or that there are enough responsible adults dedicated to the care of children present at any event.
- All events that involve working with Children must have had the appropriate checks etc.

Communal Equipment

- Communal equipment including sports equipment, cooking equipment, games, televisions, games consoles etc are available upon request. If any communal equipment is damaged or broken, the hirer will be charged for the cost of replacing the equipment.
- Drinking water may be accessed by the hirer via the kitchenette, not the main kitchen, but any glasses, mugs, hot water or provision for other drinks must be specified when making the booking.

Emergency Contact

- In the event of an emergency, hirers can contact The Ferry Project on 01945 429300, 24 hours a day, 7 days a week.