These standard conditions apply to all hiring of Voluntary Action Swindon’s Conference Facilities and Meeting Rooms. Please contact us if you are in any doubt as to the meaning of the following, using the details above.

Use of Voluntary Action Swindon’s meeting rooms is subject to the following rules and in the case of hirees (defined as, the organisation or individual hiring the room from Voluntary Action Swindon), to the conditions incorporated in the hiring agreement.

1. **Conditions of Use**
	1. It is the duty of the person making the booking to ensure all procedures are complied with and all attendees are made aware of the information in this document.
	2. Hirees will agree to conditions and procedures set out by VAS as they relate to security, health & safety, code of behaviour and administration.
	3. Hirees will ensure that all booking attendees are aware of action to be taken in the event of a fire.
	4. Hirees will leave the room tidy, putting waste in the bins provided.
	5. Light refreshments are available for those groups who require it, at an additional cost. Please refer to our price list of charges which can be found on our website <https://vas-swindon.org/services/roomhire/>
	6. Catering can be provided. Please see our website for details <https://vas-swindon.org/services/roomhire/>
	7. All furniture must remain inside the room at all times and must not be left blocking fire exit routes
2. **Charges**
	1. All equipment borrowed must be left in good condition and you must report any damages immediately and cover all costs to repair any damage caused
	2. Photocopying and printing is available as per our current price list. Please see our website for details <http://vas-swindon.org/printing/>
3. **Security Procedures**
	1. For out of hours bookings an additional charge of £25 per hour will be made to cover staff, heating and lighting costs. Out of hours bookings are any bookings which take place outside of the hours of 9.30am to 4.30pm.
4. **Health and Safety**
	1. VAS has a no smoking policy – this includes all of VAS’ rooms, corridors and toilets and the immediate entrance to the building. You should request that any members of your group who wish to smoke do so at the end of the building, turning right as you exit the building if in the VAS Conference Room. If in the Sanford House Conference Room, please do so away from the building entrance.
	2. The named representative should ensure that all group members are aware of the relevant procedures in the event of a fire – including where the assembly point is (see later in the document).
	3. A first aid box is available on the ground floor and can be obtained from reception for use by a qualified first aider. Accidents must be reported to reception immediately and an accident form completed.
	4. A copy of a health and safety risk assessment for all of our hire rooms is available upon request. Requests should be made by emailing info@vas-swindon.org
	5. The named representative should arrive onsite before attendees, otherwise attendees may be asked to wait outside until the named representative has arrived for security and health & safety reasons.
	6. Fire exit routes must remain clear at all times.
5. **Code of Practice – behaviour**

Users of Voluntary Action Swindon’s conference facilities must comply with the Equality Act 2010. They must ensure that Voluntary Action Swindon is open to all members of the community regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Other forms of unacceptable behaviour which will not be tolerated in the Action Swindon building include but is not limited to:

* Physical violence
* Aggressive behaviour amounting to mental or physical violence or cruelty
* Racial or sexual harassment
* Swearing and shouting whilst in the building or entering/exiting the building
1. **Administration**
	1. Bookings can be made by visiting [Calendar | Voluntary Action Swindon](https://vas-swindon.lemonbooking.com/). Your booking is not confirmed until you have received a confirmation email from Lemon Booking.
	2. All bookings will require payment within 28 days of the first booking in your request. If you do not pay within 28 days we reserve the right to charge interest at the bank rate plus 4% and any future bookings suspended or cancelled.
	3. You should confirm all booking details no later than 7 days before the booking, this includes the following pieces of information:
		1. Room layout
		2. Numbers attending
		3. Refreshment requirements
		4. Equipment required
		5. Lunch requirements
	4. Failure to provide the above information will result in the room being set up in our standard layout, boardroom layout, with no assurances that the above items will be available for you to use on the day of your booking
2. **Cancellation**

If the hiree wishes to cancel the booking a cancellation fee will be applied if it is cancelled less than 7 days before the booking is due to take place. If the booking is cancelled more than 7 days before the booking, no cancellation fee is payable. A guide to the cancellation fees are: £45 for a full day hire if cancelled within 7 days of the event, £25 for a half day hire if cancelled within 7 days of the event.

In the unlikely event that Voluntary Action Swindon needs to cancel the booking then as much notice as reasonably possible will be given and no fee will be payable by the hiree. We will however do our best to accommodate bookings in an alternative room before cancelling any booking.

1. **Insurance and Indemnity**

The hiree shall be liable for:

* 1. The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or the contents of the premises;
	2. All claims, losses, damages and costs made against or incurred by Voluntary Action Swindon, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the hiree;
	3. All claims, losses, damages and costs made against or incurred by Voluntary Action Swindon, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the hiree and, the hiree shall indemnify and keep indemnified accordingly each member of Voluntary Action Swindon’s Management Trustees and their employees, volunteers, agents and invitees against such liabilities.

Voluntary Action Swindon is insured against any claims arising out of its own negligence.

**Useful Information about the venue**

**Location:** With both locations located in the centre of Swindon, we are within walking distance of the bus and train stations. We are also within walking distance of several hotels.

**Addresses:** Voluntary Action Swindon, 1 John Street, Swindon, Wiltshire, SN1 1RT.

Sanford House, Sanford Street, Swindon, Wiltshire, SN1 1HE.

**Directions:** please put our address into your preferred maps app to find out how to get to either location.

**Building Information**

**Smoking:** smoking is strictly prohibited anywhere within the VAS building and Sanford House. Any visitors who wish to smoke should go to the end of the building, turning right as you exit the building.

**Fire assembly point:** The John Street fire assembly point is located at the junction of Fleet Street and Bridge Street. You can get to the assembly point in one of the following ways:

* Exiting via front door – turn right after exiting building, walk to the end of the building, cross over the road and take a left walking down Fleet Street until you reach the junction with Bridge Street
* Exiting via the Palmer Room – turn right on to John Street, walk down the front of the building, cross over the road and take a left walking down Fleet Street until you reach the junction with Bridge Street
* Exiting via the Fleet Street exit – turn left after exiting building, walk straight down Fleet Street until you reach the junction with Bridge Street

The Sanford House fire assembly point is located at The Parade in the open space by the old Debenhams. You can get to the assembly point the following way:

* Exiting via the main reception – turn left after exiting building, walk to the end of the building, cross over the road and walk down the small slope, the evacuation point will be directly in front of you
* Exiting via the staff entrance – turn left after exiting building, walk to the end of the building, cross over the road and walk down the small slope, the evacuation point will be directly in front of you
* Exiting via the Citizens Advice entrance – turn right after exiting building, walk through the archway in front of you, cross the road and walk down the turn left again on to John Street, walk to the end of the VAS building, the assembly point will be straight ahead
* Exiting via the back door near toilets – walk to the end of the building and turn right, walk through the archway in front of you, cross the road and walk down the turn left again on to John Street, walk to the end of the VAS building, the assembly point will be straight ahead

**Fire alarm tests** – the fire alarm is tested every Friday morning at 11am in the John Street building, and every Monday at 2pm in Sanford House. The alarm will ring briefly before being silenced. Should you hear the fire alarm at any other time you should evacuate the building immediately and proceed to the fire assembly point.

**Toilets:** In the John Street office, there are toilets on both the ground floor and the first floor in the following locations:

* Ground floor: on the left past the kitchen – two toilets (one disabled)
* First floor: one upstairs - out of the conference room and on the left past the lift

In Sanford House, there are many different toilets

* There are toilets on the ground floor, these can be found directly outside of the conference room to the left of the stairs. Alternatively there are signs around the building directing you/your visitors to the toilets.

**Kitchens:** There are no onsite kitchens for use by members of the public. This includes all items within the kitchen areas, including but not limited to:

* Cups and plates
* Cutlery
* Tea, coffee, sugar and milk

Facilities to make tea and coffee can be provided within the room at a cost. Please visit our website for more information here <https://vas-swindon.org/services/roomhire/>

**Storage:** this is not something we offer as part of our room hire service. We would therefore request that items belonging to Hirees are not left in the room, especially without prior approval first.

**Parking**

The cheapest public car parks that are near us are the Whalebridge and Spring Gardens car parks. The charges for each of these car parks are as follows:

|  |  |  |
| --- | --- | --- |
| **Number of hours** | **Daytime tariff****(6am – 5.59pm)** | **Evening Tariff****(6pm – 5.59am)** |
| Up to 1 hour | £1.50\* | £1.30\* |
| 1 - 2 hours | £2.80\* | £2.40\* |
| 2 - 3 hours | £4.30\* |
| 3 - 4 hours | £5.70\* |
| 4 - 6 hours | £9.20\* |
| 6 - 24 hours | £10.70\* |

\* Information correct as of July 2025.

Further details, including up to date prices, about each car park can be found at the following links:

* [Whalebridge Car Park](https://www.swindon.gov.uk/directory_record/22958/whalebridge_multi-storey_car_park) - Islington Street, Swindon SN1 1TN
* [Spring Gardens Car Park](https://www.swindon.gov.uk/directory_record/22954/spring_gardens_multi-storey_car_park) - Spring Gardens, Swindon, SN1 2BF

**Room Information**

VAS Conference Room: situated on the first floor of the building. We can provide internet access, two 50” plasma screens, a flipchart and a large double sided whiteboard.

Sanford House Conference Room: situated on the ground floor of the building. We can provide internet access, one plasma screen and a flipchart.

**Please note:** if you bring your own laptop to use during your bookings it must have a HDMI port in order for it to connect to the plasma screens which are situated within the room, although we cannot guarantee that all laptops will work with our screens as this relies on laptops having the most up to date drivers installed.

Depending on your choice of room layout the conference room has the following capacity:

* Theatre style - 40 people
* Boardroom style - 15
* Horseshoe style - 14
* Cabaret style - 20

The VAS Conference Room is fully accessible with a lift available to take users up to the first floor, the room is also fitted with a hearing loop. The toilet on the first floor is disabled friendly. An evac chair is also located close by for use in the event of a fire.

The Sanford House Conference Room is fully accessible as it is on the ground floor and there are no steps needed to get to the room. The room is also fitted with a hearing loop. The toilets are outside of the conference room and are disabled friendly.

WiFi internet is available in the VAS Conference Room for use during bookings, to access the WiFi network you must use the following login details:

* **WiFi name**: Vas-Conference Guest
* **WiFi password**: Rhubarb1

To access the WiFi in the Sanford House Conference Room, you can find the username and password on the back of the door.

**Should you have any problems during your booking you should speak to the receptionist who will help resolve them.**

**You may also be interested in our other services:**

**Printing:** VAS provides high quality, cost-effective printing for the voluntary and community sector in Swindon. Prices start at just 6p a copy for black & white and 18p for colour. We can print on paper sizes A5 up to A3, we are also able to print on card, provide a booklet making service, we are also able to laminate printing.

For more information about our printing service please visit <https://vas-swindon.org/services/printing/>

**DBS Checks:** If your organisation works with children or vulnerable adults, VAS can help you to get DBS checks on your staff and volunteers. As an umbrella body, Voluntary Action Swindon can carry out Standard and Enhanced DBS checks. We offer a discounted rate to charities. You will need to register with us first. Registration is quick and easy, once registered you can start processing DBS forms straight away.

For more information about our DBS service please visit <https://vas-swindon.org/services/dbschecks/>

**VAS id:** VAS id (information digest) is our weekly e-bulletin, with news and information about the voluntary and community sector in Swindon. Sign up via our website to receive local news about upcoming events, training courses, funding opportunities and vacancies.

To sign up to VAS id please visit <http://vas-swindon.org/>

**Training Courses:** VAS offers a wide range of training courses for the local voluntary sector, including Emergency First Aid, Fire Safety Training, Employment Law, and Health & Safety. Our training sessions take place at our town centre venues allowing us to keep the costs down meaning we can pass on our savings to our customers, with courses starting at just £40.

For more details about our training courses please visit <http://vas-swindon.org/training/>

**Funding Advice:** Are you a charity or community group looking for funding? We can help. From community events to charitable trusts, we can guide you through the fundraising process, improving your chances of securing the funding you need. We can support you with one-to-one advice and guidance, to discuss where you might get income from, work with you on a fundraising plan, and review your funding applications.

For more information about our funding advice service please visit <http://vas-swindon.org/funding-advice/>

**Governance Advice:** Are you thinking of setting up a new charity? Or do you need advice on how your charity should be run? VAS can offer free advice and support to anyone who is setting up a new charity or looking for guidance in running an existing one.

For more information about our governance advice service please visit <http://vas-swindon.org/governance-advice/>