

Hire Our Training Room



Visit www.gho.org.uk/room-hire



The Venue

- Free on-road parking outside the venue
- Dedicated external entrance to the room
- Full day, half day and weekend room hire available
- Coat and baggage storage area
- Natural daylight within the space
- Discounted rates for charity and voluntary sector organisations
- Audio-visual equipment
- Flipchart and pens
- Seating with tables for up to 35 delegates
- Tea and coffee-making facilities included
- Flexible catering options
- Large break-out area with relaxing sofas



Our premises on Ardwick Green North provide a spacious, comfortable environment for your delegates.

We're 10 minutes from Manchester city centre, with excellent public transport links and street parking available. Our proximity to the city plus competitive prices make the venue a hidden gem. The space can be tailored to meet your needs. We provide you with a flexible framework, so you can select the elements you require and create the perfect environment for your event.

Facilities

George House Trust room hire facilities include a large kitchen area located within the Training Room.

The kitchen is stocked with a range of crockery and cutlery and is equipped with a refrigerator and dishwasher.

We include tea, coffee, fresh semi-skimmed milk and a selection of herbal teas within the room rate for up to 24 delegates*

**There is a charge for additional hot beverages, see price list for details.*

Catering

We can provide you with details of local caterers who can provide a selection of cold buffet menus to suit your budget. We do not have any association with these suppliers and recommend them on the basis that we have regularly used them for our own events. Other suppliers are available in Manchester and we welcome you to shop around.

Alternatively, you may bring your own food and drink (excluding alcohol), but please note we do not provide facilities for warming food.

If you are interested in hiring the room, please complete the expression of interest form on our website, or telephone Jonathan on 0161 274 4499 to discuss your requirements.

Terms & Conditions

1. In line with the principles upon which George House Trust (hereafter referred to as GHT) operates, for the benefit of Customers, terms and conditions are laid down by the Joint CEOs and Board of Trustees.
2. It is necessary however to state clearly the terms and conditions of booking and hiring GHT facilities.
3. GHT reserves the right to refuse bookings. Any disputes to be referred to the Finance Manager.
4. Users must comply with GHT rules and Health and Safety regulations at all times. Anyone violating these rules will be escorted off the premises.
5. Fire exit signs are displayed throughout the building. Fire exits must not be obstructed.
6. In the event of an evacuation, GHT staff will direct customers to the appointed meeting point (the entrance to Ardwick Green Park).
7. The maximum capacity of each room must not be exceeded.
8. Users must not enter or use any other room that has not been hired to them.
9. No person must remove equipment from any room.
10. Any events starting or finishing outside the agreed times may incur additional charges. Surcharges are payable for meetings finishing after 5.00pm. Whilst we will make every effort to accommodate requests for meetings with late departure times, we reserve the right to cancel meetings due to us not being able to provide the resource to ensure the security of our staff and/or premises.
11. Catering arrangements are made directly with the supplier by the Hirer. GHT are not responsible or will not intervene in any dispute between the Hirer and the Supplier. You will be allowed to bring your own food or drink onto the premises. GHT provides basic kitchen facilities, including a fridge, crockery and cutlery but does not provide facilities for warming food. GHT has a strict no alcohol or smoking on site policy.
12. Telephone calls, use of facsimile, photocopying facilities and stationery are not included in the room hire. In the event that the Hirer requires office services, we will make a charge for telephone, copying, stationery or other costs incurred.
13. It is the responsibility of the Hirer to ensure that the person in charge on the day is made aware of these terms and conditions.
14. GHT reserves the right of entry to the premises. In the event of any dispute, the matter shall be reported initially to the Finance Manager. Any ongoing dispute may be reported to the Board of Trustees.
15. GHT will accept telephone and/or verbal bookings of its facilities. The Hirer shall be required to confirm the booking, in writing, GHT's Finance and Facilities Organiser within seven working days.
16. Amendments to attendee numbers of more than 20% must be notified to GHT's Finance and Facilities Organiser no less than seven working days prior to the event. Final numbers and details must be given no less than two clear working days prior to the event.
17. GHT will invoice the Hirer for the rooms/facilities used at the rates shown on the Booking Form.
18. It is the responsibility of the Hirer to make payment of the total charges by the 30th day following the date of the invoice. Outstanding payments due thereafter will be reported to the Finance Manager who will have sole power to determine action there from.
19. GHT reserves the right to refuse or cancel future bookings if previous invoices are unpaid.
20. In exceptional circumstances GHT may, without incurring any liability, cancel a room booking or allocate an alternative room up to seven working days before the date of the event.
21. In the event of cancellation by the Hirer, the following charges will apply: Less than five full working days prior to the event, the Hirer will be charged all room, equipment hire and catering costs. Less than 10 full working days prior to the event, the hirer will be charged 50% of all room and equipment hire costs. Less than 15 full working days prior to the event, the hirer will be charged 25% of all room and equipment hire costs.
22. The Hirer shall be responsible for any damage done to GHT premises and any damage to or loss of any furniture, fittings, contents and equipment therein during the period of hire. Users must not attach anything to the walls.
23. Property brought in to GHT is left at the owner's risk. GHT will not under any circumstances accept responsibility or liability for any damage or loss for any goods or property of any kind brought into or left on the premises.
24. The Hirer must remove all materials provided by the Hirer as part of the course/event including hand-outs, used flip-chart paper, other documents, etc. at the end of the Hire period. GHT reserves the right to make additional charges for expenses or time incurred clearing materials from the room that are not GHT materials. If it is necessary for GHT to remove any materials left by the Hirer, GHT accepts no responsibility for any breach of confidentiality during the course of clearing the material. Such material will be disposed of using our standard means of refuse collection applicable to the type of material. Paper material will not be shredded.
25. GHT will not be liable for the death or injury to any person attending the premises in connection with the event or for any losses, claims, demands or costs except where such death, injury or loss is due to the negligence of GHT.
26. Any breach of the above conditions by the Hirer, and/or any damage to the property of GHT, or by their agents, members or representatives, shall in the first instance be brought to the attention of the Finance Manager. In the event of any dispute, there from, the matter shall be reported to the Joint CEOs for their determination.

George House Trust
75-77 Ardwick Green North, Manchester M12 6FX

0161 274 4499 | www.gh.org.uk | info@gh.org.uk

George House Trust is a registered charity in England and Wales (No. 1143138) and a Registered Company Limited by guarantee in England and Wales (No. 07575379)