

Holding events @ NICCY Terms and conditions

Terms and Conditions For external organisations using NICCY Offices for events/meetings

The Northern Ireland Commissioner for Children and Young People (NICCY) wants to encourage external groups and organisations to use its office facilities, which are provided on a 'free of charge' basis. NICCY's mission is to safeguard and promote the best interests of children and young people, and with this in mind, we will generally only permit requests from groups/organisations working with or for children and young people.

NICCY's offices are working offices – any events must **not** interfere with the functions of the office or place a time burden on NICCY staff.

Events are encouraged within the normal working hours (Monday to Friday 9am to 5pm) but if you want to use our facilities after hours (5.00pm – 8:30pm) special permission is required and will depend on the availability/participation of NICCY staff at the event.

NB: Only the ground floor facilities are available after hours. Requests for use of facilities at the weekend cannot be accommodated.

Pre-Event:

We recommend you visit the NICCY offices before your event to make sure:

- The facilities meet your needs;
- You understand the requirements in our conditions outlined below; and
- You have familiarised yourself with the general lay-out of the NICCY offices.

Conditions:

If NICCY agrees to allow your group to use NICCY's offices you must agree to the following conditions of use:

Room

You must:

- Set-up and arrange the room you are using in a format appropriate to your group's needs.
- **Return the room to its original layout and free from materials, and leave it in a clean and tidy state.** A fee of £50 will be charged where rooms are left in a state that requires cleaning by either NICCY staff or NICCY contract cleaners.
- Make sure that NICCY's offices are kept tidy and all rubbish placed in the appropriate containers.

(NICCY 2005)



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Security

You must:

- Have your own staff member greet and welcome all visitors.
- Provide, where possible, the names of all attending at least 48 hours in advance – this list will be given to the building's security staff who will be made aware of the event and its duration.
- Ensure that all visitors/ participants enter and leave via the main NICCY entrance doors.
- Appreciate that events/meetings after hours can only be facilitated where feasible and where a staff member is present to secure the building.
- Ensure all your delegates/visitors use the security passes provided at all times (eg using the 1st floor toilets).
- Return all door security passes immediately when the event concludes- access into and around NICCY's offices is controlled by a door pass system, and door passes will be issued to the group leaders.

Activities

You must:

- Use the NICCY offices/facilities responsibly and be respectful that other activities are taking place within the offices.
- Inform the NICCY Communications and Participation team if you plan to have media/ photographers and/or political representatives attending your event.
- Make sure that any photographs you intend to take as part of or during the event are approved by the NICCY Communications and Participation team.
- Not carry out any activity that could be regarded as injurious to the reputation of NICCY, its staff or brand.

Catering

You must:

- Provide your own consumables - tea, coffee, milk, biscuits, etc.
- Provide and organise your own catering. You will need to advise NICCY of your caterer's details in order for us to permit access to the offices. NICCY will **not** organise catering in any way.
- You may use NICCY's limited kitchen facilities **upon request**. This includes crockery and cutlery. **The kitchen must be cleaned and crockery returned to storage cupboards when the event concludes.** A fee of £50 will be charged where NICCY's staff or contract cleaners have to carry out these duties.



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Equipment

You must:

- Provide and set-up your own audio/visual equipment; NICCY will **not** provide audio-visual equipment.
- Not use any NICCY equipment, including telephone or internet, without permission from a member of NICCY staff.
- Provide your own stationery and office consumables.

Other

- Smoking is **not** allowed *anywhere* in NICCY's offices or in Millennium House, including the front of the building.
- No alcohol is to be brought into or consumed in NICCY's offices without the express written permission of the Commissioner and the Chief Executive. **No** alcohol is allowed in the NICCY offices if children and young people are present.

Children and Young People

If children or young people (under 18s) are attending the event you must:

- Have appropriately qualified facilitators and/or youth leaders with the young people, in an appropriate ratio.
- Ensure that all children and young people are accompanied whilst in NICCY's facilities.
- Ensure that any children and young people who are photographed have been informed of what the photograph is to be used for and have had a parent/guardian sign a consent form.

**Please sign and fax back to the Corporate Services Team on
028 9031 4545 to ensure that your booking can be confirmed:**

I agree that I have read and understood the above terms and conditions and agree to abide by them.

Signed: _____

Name in Block Capitals: _____

Organisation: _____

Dated: _____

