



## Pears Foundation Meeting Space - Fair Use Policy

Pears Foundation grantees are invited to use the Pears Foundation meeting space, by prior arrangement with the Foundation, to host meetings and events in line with our Fair Use Policy.

All users must adhere to the terms below.

### **Location and Operating Hours**

The Pears Foundation meeting space is situated on the ground floor of Haskell House, 152 West End Lane, NW6 1SD.

Hours of operation are: Monday – Friday: 09.00 – 17.00

(Please bear these hours in mind to allow enough time for setting up and clearing up.)

Haskell House is located close to West Hampstead public transport (Tube, Overground and Thameslink). There is no parking available unless disabled access is required. If a disabled parking space is required, it must be reserved in advance of the event.

### **Room booking**

Room booking is subject to availability and must be made through prior arrangement with Pears Foundation.

### **Food and Drink**

The Pears Foundation meeting space is a vegetarian/pescatarian space. You welcome to bring or order in your own food as long as it is free of meat, shellfish and pork or beef gelatine. We can provide details of a caterer if required.

If you order in food for an event, then you are responsible for receiving the delivery and ensuring payment. Pears Foundation staff are unable to receive food deliveries in advance of an event.

There is a small kitchen which contains a fridge, coffee machine, kettle, microwave, glasses, crockery and cutlery. It is stocked with a variety of teas and coffees that organisations are welcome to use.

### **Arrival**

Please provide a list of guests prior to the event.

All guests must sign in and out of the building and wear a security pass while visiting.

While there will be a Pears Foundation staff member present if there are any problems or issues on the day, you are expected to receive your guests, participants or trainers once they have signed in at reception.

### **WiFi**

WiFi is available – instructions for logging on are displayed in the room.

**Personal Belongings and Storage**

Pears Foundation cannot be held responsible for theft or loss of your or your guest's personal belongings. Laptops and other items of value should not be left unattended at any time.

**Withdrawal of services**

The Pears Foundation meeting rooms are situated on the ground floor of a corporate office building and therefore organisations are responsible for ensuring that their guests behave appropriately and considerately at all times. Please ensure your guests do not congregate in reception or outside the building.

Pears Foundation may withdraw use of the meeting rooms at any time.