

North Tees and Hartlepool NHS Foundation Trust
Barrows and Raffles protocol – NORTH TEES HOSPITAL

Hiring Barrow or running raffles at North Tees Hospital

Thank you for your interest in hiring a Barrow or running a raffle at The University Hospital of North Tees, Stockton-on-Tees.

Barrows

We value your business and booking, but please be aware of the following conditions.

To book a Barrow at the Hospital site please ring our Commercial Department on 01642 383573

Security will only provide the keys to the Barrow once you have shown proof of payment with a receipt from the Cashiers office. You must use only the Barrow provided to you for display of goods and not move the barrow or swap with a other barrow on site.

The cost of a Barrow is:-

£40.00	per individual day
£35.00	per day (for 3-4 days of the week or month bookings)
£30.00	per day (for 5 full days of week or month bookings)

NB. Discounted rates can be agreed with the Commercial Department based on long term lease arrangements.

Please pay this at our cashiers department and get a receipt.

Please:

- only use the barrow provided by the trust and not any additional Trust tables or own tables
- Keep safe the keys and return on departure
- leave the area clean and tidy, taking any rubbish with you when you leave
- Fix all shutter boards back onto barrow and locked at end of trading day
- ensure their Barrow is in good repair and does not pose a safety hazard
- not move the Barrow from its location
- ensure no damage to the Barrow

You must NOT sell:

- alcohol and cigarettes or offer them as prizes
- Direct items which are sold in the WRVS shops (i.e. specific fob watches and jewellery) cards. If in doubt you must check with Commercial Department team.
- fake or replica designer goods of any kind
- Food items or drinks (an exception can be made for cake stalls but no fresh cream may be used). If in doubt you must check with the Commercial Manager.
- Balloons or other items made from latex (because some people are allergic to latex)

Please be aware any repairs required to the Barrows following damages incurred whilst being leased by the Hirer will be charged to the hirer in full by the Trust.

On the day...

Please take your receipt from the Cashiers to the Security office. The officer will check this against the relevant booking and provide you with the Keys for the Barrow. Any payment not received by the trust cashiers will result in the hirer being potentially removed from the site and possible further suspension of trading within the Trust.

You must tidy up after you have finished and take down any posters you have put on the Barrow. The Barrow must be left secure and as found at beginning of hire.

Raffles and Tombola's

We welcome you running a raffle or tombola, but please be aware of the following conditions.

All charity fundraisers will be asked to provide registered charity number along with identification or certificate of authentication from the registered Charity.

You may use cloak room style raffle tickets for your raffle but the prizes must be drawn in the hospital on the same day. If you are raising money for the trust please ask communications for a copy of our fundraiser's guide.

You may book the Charity Barrow at the hospital, but not more than two times a month.

We will provide the Barrow with Display Board and you must keep your goods on the Barrow that is provided.

The cost of the Advertiser/Charity Barrow is:-

Registered charities	£10 per day
Advertisement purposes (Local & National Businesses)	£25 per day

You must tidy up after you have finished and take down any posters you have put on to the advertiser board that comes with the Barrow.

You must not raffle alcohol, tobacco, tablets or medicines.

Useful contact details

Commercial Department

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