


# Birchmeadow Centre – bookings guidance - terms & conditions.

- ✓ Bookings can be made only by our forms, by letter, or by email. (Verbal bookings are regarded as provisional.)
- ✓ Please ensure that you include sufficient preparation, set-up, and take-down time.
- ✓ We charge to the nearest half hour upwards. The minimum booking time is one hour.
- ✓ The Centre will be accessible 10 minutes before hire-time, and should be vacated within 5 minutes after  e.
- ✓ Latest finish time is midnight unless otherwise agreed.
- ✓ Hire fees are payable by 28 days before the date of the event unless otherwise agreed.
- ✓ A damage deposit of £25 (refundable subject to inspection) is payable by cheque at least one week before the event.
- ✓ Cheques payable to “The Birchmeadow Centre” and addressed to The Billings Secretary, Birchmeadow Centre.
- ✓ Cash payments can be made to Bar Staff, Caretaker, or any Committee Member, and will be receipted.
- ✓ Events charging for admission must be primarily be prepaid ticket.
- ✓ The maximum number of people we can accommodate is 160 – in the Main Hall, seated, around 120. There is room for overflow in the Lounge Area.
- ✓ If the event is for people under 18, names and addresses of 5 responsible adults (at least one female) to act as stewards for the function should be provided. An adult must be present in the function room(s) at all times.
- ✓ Hirers are responsible for any loss, damage, or injury caused by the hirer or by any person attending the event during the hours of occupation of the hired rooms.
- ✓ Hirers undertake to notify any changes or cancellations to the Bookings Secretary.
- ✓ Prices are fixed for twelve months following the date that bookings are accepted.
- ✓ Non-cancelled non-use of bookings by Regular users will be charged at one full hour of that booking.
- ✓ Newcomer multi-session hirers will be asked to pay for four sessions in advance.
  - x Hirers may not bring their own alcohol for consumption on the premises.
  - x Smoking is prohibited throughout the building, as is the use of chewing gum and illegal drugs.
  - x Users are asked to not stick any posters, pins, notices, or decorations onto walls or doors.

July, 2011	Hourly price
Main hall – local groups & private parties	£8.00
Main hall – education & service organisations	£10.00
Main hall – commercial & business	£15.00
Bar	£7.00
Broadplace, Youth room, Office, Lounge	£5.00
Small bar area (with bar)	£10.00
** Music or stage-lights – extra (per hour of use)	£2.00

## Birchmeadow Centre undertakes to ....

- help enquirers to sort out dates and details. This includes referring them the online dairy at - [www.birchmeadow.org.uk](http://www.birchmeadow.org.uk)
- properly record all actions taken, and to maintain bookings information in the Diaries accurately, and with minimum delay.
- alert Hirers as soon as possible if an application or a booking is in any way problematic, or may be affected by unforeseen circumstances. To act as a liaison link between hirers whose needs & interests may in any way impact upon the other(s).
- ensure that the Centre Manager is made aware of all newly received bookings and enquiries, so that necessary staffing and stocking arrangements can be made.
- confirm bookings to Hirers, and Invoice them in good time, and ensure that the Centre is open & accessible as contracted.
- invoice Regular Hirers in accordance with the schedule specified on their Booking Form.
- recognise and accept that some variability may occur in the actual usage by those making regular, advanced bookings.
- provide an environment that is decoratively acceptable, clean, tidy, and safe for users