

# Birchmeadow Centre



## Booking conditions.

- Prices are fixed for twelve months following the date that bookings are accepted, as noted on completed Booking Forms (see below). Bookings made more than twelve months in advance, with more than 120 days still to go to the date of the event, will be charged the rate current at the time of the event. (Hirers will be informed by the Billing Secretary within 5 days of any Committee decision that affects such Bookings.)
- Charges are made to the nearest half hour upwards.
- Usual (and expected) latest finish time is midnight unless otherwise agreed.
- Hire fees are payable by 28 days before the date of the event unless otherwise agreed with the Billing Secretary.
- Fund Raising functions must be Ticket Only.
- Maximum 150 people at functions.
- If the event is for people under 18, names and addresses of 5 responsible adults (one should be female) who will act as stewards for the function must be provided. An adult must be present in the function room(s) at all times.
- A damage deposit of £25 (refundable subject to inspection) is payable by cheque at least one week before the event. (Refunds will be returned within 30 days.)
- Cheques should be payable to "The Birchmeadow Centre", and (if posted) should be addressed to The Billing Secretary, Birchmeadow Centre.
- Cash payments can be made to either the Booking or Billing Secretary ONLY.
- Hirer are responsible for loss, damage, or injury caused by hirer or by any person attending the event during the hours of occupation of the hired rooms.
- Hirers will be reminded to ensure that sufficient preparation time has been included in hours requested.
- Hirers undertake to notify any changes or cancellations in writing or by email to the Booking Secretary.
- Non-cancelled non-use of pre-bookings by Regular Users will be charged at one full hour of that booking.

May, 2010	Hourly price
Main hall (with small bar)	£14.00
(with no bar)	£7.00
** Music or stage-lights - extra	£2.00
Small bar area (no bar)	£5.00
(with bar)	£8.00
Youth room	£5.00
Office	£5.00

### **Birchmeadow Centre Management Committee undertakes to ....**

- Ensure that every booking, for all users, is accompanied by or followed shortly by a Booking Form completed by the Hirer, or by a letter or email specifying all necessary details (in the case of Councils or similar bodies).
- Provide booking forms without delay upon request, by hand or by post, or via the Centre's website ([www.birchmeadow.org.uk](http://www.birchmeadow.org.uk))
- Properly annotate every accepted Booking Form with the actions taken by the Centre, and record all bookings dates (including those on letters) into the Centre Diary with minimum delay.
- Alert Hirers with minimum delay in the event of an application or booking being in any way problematic, or affected by unforeseen circumstances.
- Ensure that the Centre Manager is made aware of all newly received bookings or serious booking enquiries with minimum delay, so that necessary staffing and stocking arrangements can be addressed.
- Invoice Occasional Hirers on acceptance of their booking, in advance.
- Invoice Regular Hirers in accordance with the schedule specified on their Booking Form.
- Record into the Centre Diary, in advance and in full, all non-hiring users (such as Darts or Dominoes Leagues).
- Recognise that some variability may occur in the actual usage by those making regular, advanced bookings.