



## Birchmeadow Centre, Broseley - TF12 5LP

Submission of an application confirms acceptance of our **Terms & Conditions** on next 2 pages.

Organisation or individual name\_\_\_

Purpose of room hire.

Date(s) required.

Full Address Including Postcode

Telephone

Signed and dated by or on behalf of the hirer\_\_\_\_\_

**Please respect the quietness of the neighbourhood if you finish late.**

**In submitting an application, hirers confirm their readiness to comply with the guidance in the Centre's Fire Safety and Emergency Plan, on view in the entrance lobby and on our website.**

Birchmeadow Centre, Birch Meadow Road, Broseley. TF12 5LP  
 bookings@birchmeadow.org.uk www.birchmeadow.org.uk  
**Please discuss any special details with the Bookings Secretary 07880-721388**

**INCLUDE** your preparation & take-down time Please notify of special requests below - stage, lights, screen, projector, real ale, hall layout etc.

Charges will be made to nearest ½ hour upwards. Usual latest finish time is midnight. The Centre will be accessible at least 10 minutes before hire-time, and should be vacated within 5 minutes after hire-time.

Please tell us if you want to use the stage or changing room, and let us know any other requirements.

**There is a small charge for the use of some equipment - The Bookings Secretary can give you details.**

	Start/ end times	Number of hours	Hourly rate (see note immediately above)	Cost
Main Hall <small>No extra charge for use of stage or changing room</small>			Local groups, private hirers, Charities £14.00 Government & Service organisations £16.00 Commercial & Business £ 21.00	
Staffed bar			£9	
Live music <small>to cover substantial licence fees</small>			Only required for <u>entry-charged</u> use of live music - £2.00	
Pritchard Room			Local groups, private hirers, Charities first hour £14.00 Additional hours £12.00 Government & Service organisations £14.00 Commercial & Business £14.00	
Studio (upstairs)			First hour £12.00 Additional hours £10	
Café area (without bar)			Use of room only, NOT as a café - £10.00	
Kitchen area <small>(1) used <u>with</u> another hired room (2) for use on its own only</small>			(1) single charge of £12 (2) £8.50 hourly, including use of cafe area	
<b>Total amount &gt;&gt;&gt;&gt;&gt;</b>				

Any additional notes ...

### **The Birchmeadow Centre undertakes to ...**

1. Help enquirers to sort out dates and details, including referring them the online calendar.
2. Properly record all actions taken in managing bookings, and to maintain bookings information in the Booking Diary accurately, with minimum delay.
3. Alert Hirers as soon as possible if an application or a booking is in any way problematic or may be affected by unforeseen circumstances.
4. Act as a liaison link between hirers whose needs and interests may in impact upon each other(s).
5. Ensure that the Bar Services Manager is aware of all bookings and enquiries so that necessary staffing and stocking arrangements can be made.
6. Confirm bookings to Hirers, and invoice them in good time, and ensure that the Centre is open & accessible as contracted.
7. Invoice regular hirers in accordance with the schedule specified on their Booking Form.
8. Recognise and accept that some variability may occur in the actual usage by those making regular, advanced bookings.
9. Provide an environment that is clean, tidy, and safe for users.
10. Act always with respect and without distinction towards all who use the Centre, regardless of sexuality, race, religion, social status, physical or mental ability, or age.

## **Conditions of Use and Hire**

### **Making bookings and payments**

- 1 Hire fees must be paid at least 28 days prior to hire date unless otherwise agreed.
- 2 A returnable damage deposit of £25 payable by cheque at least one week before the event is required for events where accidental damage may be possible.
- 3 Hirers are responsible for leaving room(s) hired in a tidy condition and that removing tables and chairs that they move to their original positions.
- 4 Hirers must be over 18 years of age.
- 5 Regular users will be invoiced on a monthly basis. Newcomer regular hirers are required to pay their first four sessions in advance.
- 6 Cheques payable to "The Birchmeadow Centre" : to - Billings Secretary, Birchmeadow Centre, Birchmeadow Road, Broseley, Shropshire. TF12 5LP.
- 7 Cash payment for hire charges or damage deposits can be made to Bar Staff, Caretaker, or any Committee Member, and must be receipted.
- 8 Charges for admission to publicly available events must be primarily by prepaid ticket.
- 9 Changes to hire arrangements must be notified to the Bookings Secretary.
- 10 Hire prices are fixed for twelve months from the date that a booking is confirmed by the Centre.

#### **Cancellations**

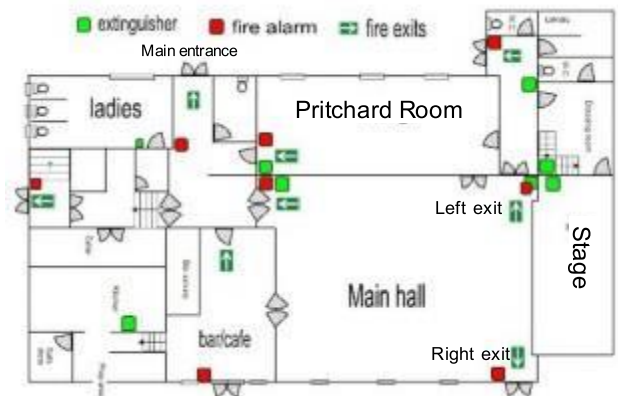
- 1 If the Centre is unable to provide the facilities on the hire date for reasons beyond its control, the Centre will cancel the booking and inform the hirer without delay. Hire charges will be refunded. That is the extent of the Centre's liability.
- 2 Bookings will be cancelled if a hirer continually disregards these Conditions, or the reasonable requests of the Centre relating to any such issues.
- 3 Bookings will be cancelled if the hirer has outstanding unpaid invoices of more than 28 days. Further applications to hire will not be accepted.
- 4 The Centre accepts all bookings on the basis of the information supplied by the Hirer.
- 5 Should any of the information provided as to proposed use, maximum numbers of people or any relevant factor which was considered by the Centre in considering the application for hire be found to be incorrect, then the Centre reserves the right to cancel the booking.

## General Regulations

- 1 Hirers or visitors may not bring their own alcohol for consumption at the Centre. It is not legal so to do.
- 2 Bar licence normally runs to 23.00 with a drinking up period of half an hour. An extension may be applied for.
- 3 Unaccompanied children under 16 years old are not permitted in bar areas that are serving alcohol except when passing through.
- 4 Posters, notices, or decorations may not be stuck or pinned on to walls or doors. There are hooks for decorations in the main hall.
- 5 For events intended for people under the age of 18, the names and addresses of 3 responsible adults (at least one female) to act as stewards must be provided to the Bookings Secretary at least one week before the event takes place. An adult must be present in the room(s) being hired at all times.
- 6 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. The cost of making good any damage caused by a breach of the Conditions for Use and Hire shall be determined by the Centre, whose decision shall be final. In the event that no damages deposit has been requested or paid, or where the cost of any damages exceeds the amount of any damages deposit paid, such costs shall be payable by the Hirer within 14 days of being sent a written demand for payment.
- 7 Emergency exits must be unobstructed during the period of hire and Hirers must not lock or block any entrances or exits to the Centre.
- 8 Emergency exits are to be used only in emergencies unless otherwise agreed with the Centre.
- 9 Hirers may not sub-hire or assign use of any part of the Centre that they hire, nor use any rooms or facilities of the Centre that are not included in their hire agreement.
- 10 Hirers are responsible for the safe use and condition of all equipment that they bring into the Centre for their use.

### Fire exits ...

- \*\* Main Entrance doors
- \*\* Stage end of Main Hall - right side
- \*\* Stage end of Main Hall - left side, via corridor
- \*\* Bottom of rear stairs



## Safety, Injury, Health and Loss

**1 In submitting an application, hirers confirm their readiness to comply with the guidance within the Centre's Fire Safety and Emergency Plan. This is on view in the entrance lobby, and on our website.**

- 2 The Centre accepts no liability for injuries sustained through unauthorised use of any facility or equipment in all areas of the Centre.
- 3 Users should ensure that they follow guidelines, restrictions or instructions given verbally, by poster/sign, or in writing when using the Centre.
- 4 Hirers shall be responsible for the safety of all persons taking part in their activities when using the Centre.
- 5 Where necessary it is the Hirer's responsibility to be covered by Public Liability Insurance.
- 6 The Centre accepts no liability for loss of, or damage to, the Hirer's property or equipment within the premises, nor any responsibility for loss or damage to any vehicle that may have been left within the precincts of the Centre. (The car park adjoining Birchmeadow Park is not a part of the Centre, but may be available for parking.)
- 7 The Centre has Public Liability Insurance to cover damages, costs and expenses due to negligence in carrying out its activities. However, neither the Centre nor its officers and agents accept any responsibility for accidents to room users, either in the building or its grounds, caused by their own negligence, failure to use equipment properly, or arising from any use of the hirer's own equipment and utensils.

### Kitchen (this includes access through and use of the café area)

- 1 This facility is available only to those hiring either Main Hall or Lounge, for their own use (or others hired by them), or by those running such as training sessions or demonstrations. Only the kitchen area may be used for food processing, including preparation and cooking.
- 2 Such food may not be sold on to the public, but is to be provided as a part of the hire-event.
- 3 Refrigerators may be used for storage but must be emptied on completion and cleaned, as must all floors, surfaces, crockery, and sinks. Waste must be removed from the building.

**Recorded music** - Hirers who charge admission for events or activities that use recorded music may need to purchase a licence from PPL (Phonographic Performance Limited). ONLY the Birchmeadow Centre itself is covered for recorded music by its licence, for its own events.