

Terms & conditions

The Birchmeadow Centre undertakes to

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1. help enquirers to sort out dates and details, including referring them the Centre's online calendar.
2. properly record all actions taken in managing bookings, and to maintain bookings information in the 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 & interests may impact upon the other.
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 at all times with respect and without distinction towards all who use the Centre, regardless of sexuality, race, religion, social status, physical or mental ability, or age

Making bookings and payments

1. Hire fees must be paid at least 14 days prior to hire date unless otherwise agreed.
2. Bookings must be made by using the Centre's forms, or by letter or email – in other words, in writing.
3. Provisional bookings will be regarded as provisional unless confirmed within 10 days. The Centre reserves the right to accept other, properly made applications after that period, and the Centre is not responsible for checking back with enquirers.
4. Room hire charges are to the nearest half hour upwards. The minimum booking time is one hour.
5. Time booked should include setting up and taking down/clearing away time.
6. It is the hirer's responsibility to ensure that the room(s) hired is left in a tidy condition after use and that any tables and chairs that they move are returned to their original positions.
7. Space hired will be accessible at least 10 minutes before hire-time, and should be vacated within 10 minutes after hire-time.
8. The latest finish time is midnight unless otherwise agreed.
9. Hirers must be over 18 years of age.
10. Regular users will be invoiced on a monthly basis. New regular hirers are required to pay the first 4 sessions in advance.
11. Cheques for hire fees and damage deposits are payable to "The Birchmeadow

12. Payment by cheque will incur an additional fee of 75p to cover bank charges.
13. Changes to hire arrangements must be notified to the Bookings Secretary.
14. Hire prices are fixed for twelve months from the date that a booking is confirmed by the Centre.

Kitchen (includes use of café area)

1. This facility is available only to those hiring either Main Hall or Pritchard Room,. Only the kitchen area may be used for food processing, including preparation and cooking.
2. 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: and preferably not left in the Centre's waste receptacles.
3. If preparing/serving food, the hirer is responsible for observing relevant food hygiene legislation.

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 of Use and Hire 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 14 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 taken into account 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 & visitors may not bring their own alcohol for consumption at the Centre, unless by agreement of the Committee.
2. The bar licence normally runs to 11.00 p.m., after which a drinking up period of half an hour is permitted. Extensions may be available.
3. Unaccompanied children under 16 years old are not permitted in areas that are serving alcohol except when passing through.
4. Posters, notices, or decorations may not be stuck or pinned on walls or doors. There are hooks for decoration in hall walls
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.
7. All emergency exits shall be kept unobstructed during the period of hire and Hirers must not lock or block (internally or externally) any entrances or exits to the Centre. Internal fire doors should not be held open except by means of automated door closures where fitted.
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. Portable electrical equipment should have been subjected to a Portable Appliance Test (PAT) within the previous 15 months.
11. Hirers are responsible for ensuring that the security of the building is maintained during the hire period and that unauthorised persons are not able to gain access.

Injury, Health, Safety and Loss

1. The Centre accepts no liability for injuries sustained through unauthorised use of any facility or equipment in all areas of the Centre. All users should ensure that they follow guidelines, restrictions or instructions given verbally, by poster/sign, or in writing when using the Centre.
2. Hirers shall be responsible for the safety of all persons taking part in their activities when using the Centre. Where necessary it is the Hirer's responsibility to be covered by Public Liability Insurance.
3. The Centre accepts no liability for loss of, or damage to, the Hirer's property or equipment within the premises.
4. The Centre accepts no responsibility for loss or damage to any vehicle that may have been left within the precincts of the Centre. (The car park adjoining the Birchmeadow Park is not a part of the Centre, but may be made available for parking.)
5. 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.
6. Hirers are required to familiarise themselves with their responsibilities as set out in the Centre's displayed Fire Safety Policy and Emergency Plan. By completing the booking procedure hirers are deemed to confirm that they understand and will comply with their obligations as set out in that Plan - [link here](#).