



BIRCHOVER COMMUNITY CENTRE & SOCIAL CLUB

Birchover Park
Bilborough
Nottingham
NG8 4BW
Telephone: 0115 8845901
Or text Paul on 0773 073 1494

Birchover Community Association Limited Company No. 6590536
Birchover Community Social Club Ltd Company No. 6710849

Booking Terms and Conditions

IMPORTANT: Please read these Terms and Conditions fully

1. Conduct the event in an orderly manner at all times and so as not to cause any loss or damage to the Association or to the premises, its furniture and fittings.
2. Leave the premises in good order and condition, in the event of any damage or loss pay for same, however caused. If premises are not left clean and tidy your deposit will be retained for cleaning services and WILL NOT be refunded.
3. Indemnify the Association against any loss, damage, claim or demand whatsoever, arising from the event or the Hirer's use of the premises.
4. Obtain the Association's approval for the use of any apparatus or Equipment before they are used.
5. Observe the provisions of all statutes and statutory instruments (whether or not they also impose an obligation on the Association) which might affect the event and its conduct.
6. Observe the NO SMOKING legislation on these premises.
7. Allow the Association's representatives free access to inspect the premises and will at their instructions immediately remove any article, material or appliance, or cease any practice, which is considered to be objectionable, dangerous, in breach of health & safety or illegal.
8. It is a condition of hire that no group will be allowed to use the Centre without adult supervision.
9. Pay the full charge set by the association for the grant of permission to use the premises at least two weeks prior to the event. If the hirer wishes to cancel the event, seven days' notice of cancellation is required in writing. If this condition is not met the deposit will be retained and only the hire charge returned.
10. Not hold out or represent the Association or its officers or members as being party to or organiser of the event, or as being connected with the event in any other way than the licensor of the premises.
11. Obtain the Association's approval to any advertising or publicity material (including any entrance tickets) before such material is published.
12. The Hirer and the Organisation shall not display or cause or encourage to be displayed by any means whatsoever any bill, poster or other material advertising the event for which the premises are hired that would result in contravention of the Town & County Planning Act 1971 or Advertising regulations 1984.
13. Take out adequate insurance to cover for damage, loss or theft of own equipment and for public liability.
14. It has been brought to our attention that we should remind all groups that they are required to carry their own First Aid Kit. Fire Drill procedures are prominently displayed.
15. All User Groups have responsibility to wait until a Community Association Member arrives to close the Centre, at the time specified on your booking form. If you are aware that you may finish at an earlier time PLEASE let the Association Member know when they open up for your group. If this condition is not followed full responsibility for any loss or damage will be with the group concerned.
16. Premises must be vacated at the time stated on the Booking Form. Failure to do so will result in loss of deposit and additional caretaking costs.
17. Birchover Park operates a NON TOLERANCE policy of abusive behaviour towards members and staff. Anyone being abusive or aggressive will be asked to leave, and may have their membership revoked.

Tariffs

Bookings will not be completed until the receipt of a **£25.00** deposit has been received,
(Deposits are refundable if the Room and Kitchen are cleaned and Tidy after use also if there is no damage or breakages)

Payment **must be paid in full and** should be received, no later than, 14 days prior to the booking date.
If full payment is not received prior to the booked date then the facilities will not be made available and payment will be refunded, excluding the deposit.

	Hourly Rates
Room One (Capacity 30)	£8.00
Room Two (Capacity 25)	£8.00
Foyer (Capacity 45)	£8.00

(Rooms 1 & 2 combined capacity 60)

The Kitchen is also available for hire during your booking, subject to discretion of the Birchover Park Management Committee.
A fee of £10 is required to cover kitchen use for the entire booking.

A small fee of £5 is required for each piece of large electrical equipment used at the centre. Equipment such as DJ equipment, Inflatables, Vending machines etc.

(We regret that we no longer allow 'Bouncy Castles' etc.)

Strictly NO alcohol is to be brought onto the premises as this contravenes current licensing laws. Alcohol can be purchased from the bar. (See last paragraph below)

All bookings must be finalised by a bookings officer at least two weeks in advance of the booked date.

Above prices are subject to change at the committees' discretion and with no less than three months' notice for pre booked functions

Please note that there is a members only Social Club and the toilet facilities are available for their use as well as yours, please bear this in mind if you are booking the foyer area also. The Hirer and their guests, who are over the age of 18, will be made guest members of the social club for the duration of the booking, allowing you access to purchase drinks from the bar.