

BIRCHWOOD BOILER HOUSE COMMUNITY HALL

Terms & Conditions of hire

When you have booked your event with us you enter an agreement that you have read all the documentation. We allow a period where you can either alter or cancel, We reserve the right to also cancel or seek to alter should there be reasonable grounds unforeseen following your booking. **We do not accept any responsibility if this causes financial loss, but will always give notice where possible. In certain circumstances defects or safety issues may make it impossible to proceed with your event at short notice.**

Normally no person under 25 may book the facility, all hirer's must remain on the premises for the duration of their booking. You are responsible for the behaviour & safety of your guests and must ensure no strangers enter or children wander off! You must record any accidents or report any issues either in the accident or comment books and to our caretaker.

A deposit of £20 will be required upon arrival, and sign the agreement. The times you have booked must include that the premises are clean and checked over, this will be refunded if our caretaker deems it left in a suitable and acceptable condition. Please remove all rubbish and decorations. (we do not have refuse collection) . We do not provide cutlery or tea towels. Cleaning materials, brooms etc are there for you to use. Ensure floor are free of tape , surfaces are wiped during and after to prevent accidents.

Events must end at the time you paid for . **We do not accept bookings beyond 9.00pm. No vehicles left overnight. Tables and chairs** are located in hall cupboards, please use the chair trolley, don't drag the furniture across the floor and **please stack safely**

INFECTION CONTROL; , see our separate document for latest rules.

FIRE the assembly point is on Woodfield Avenue car park (marked) please call fire and caretaker and leave the building with all your guests immediately when the alarms sound. Keep all fire doors clear and not blocked.

Alcohol may be consumed, but not sold unless a special licence is obtained from City of Lincoln Council. A copy will need to be shown two weeks before your event.

Please ensure all heaters, water heaters and other items used in the kitchen are turned off, toilets checked and ensure you remove all your property. (we cannot be held responsible for lost or left items.)

Read all our documentation before booking and ask our volunteers if unsure at the time, should your event finish early, we will not refund. Contact the volunteer, who will give his/her phone number in case, or if there's a malfunction within the building.

KEY HOLDERS

Please ensure all switches, lights, heaters are turned off before leaving, and if you are the last event, lock building & gates.

CANCELLATIONS; We require two weeks notice in every case, except when family/person has required duty such as sudden illness or death etc.
Less than two weeks; 20% of booking fee ; 5 or less days a full fee is required, this can be carried over if re booking?

PAYMENTS; An invoice will be sent Your email address provided, private bookings must pay no later than two weeks before the date you have booked. We will cancel bookings, assuming you have not decided to go ahead if you fail to transfer the fee. Commercial bookings may pay two weeks after the month upon receipt of our invoice. Anything not covered would be found in our other documentation.

Finally, accidents and comments should be recorded in the log books , these are kept in the kitchen

27/07/2024

