

BURTON BRADSTOCK PARISH COUNCIL

Clerk Mrs M Harding



READING ROOM – TERMS & CONDITIONS OF HIRE 2015

Booking

1. To Book the Reading Room please contact the clerk at the details below. See attached booking form to be completed at each booking, for regular users one booking form per year is required.
2. Payment to be made by bacs cash or cheque pay details can be found on booking form. Payment should be made within 30 days of the date of hire or within 30 days of the first date of hire in a batch booking, unless alternative payment arrangements have been agreed with the Clerk.
3. If you need to cancel a booking please notify the Clerk 24 hours prior to hire otherwise the booking fee will still be charged.

Conditions of Hire

4. To ensure compliance with fire safety requirements please note that there should be no more than 60 people in the Reading Room at any one time. The Reading Room is equipped with 25 seats.
5. In the event of fire dial 999 and evacuate the building assemble in Mill Street outside The Three Horse Shoes public house. A public telephone is located opposite Mill Street.
6. Do not cover the electric wall heaters. Please ensure that they are turned off at the wall switch after use. Remove the kettle and water heater plugs from the sockets after use.
7. The Reading Room is subject to the 'smoke free' premises legislation which took effect on 1st July 2007. Please comply with the 'No Smoking' signs and note that no naked flames are allowed in the Reading Room.
8. Inform the Clerk if you notice any faulty or damaged equipment in the Reading Room (Tel: 01305 871268 Mob: 07814 016971) Email: burtonbradstockparishclerk@gmail.com
9. Leave the kitchen in a clean and tidy condition and return cutlery and crockery to the cupboards. Ensure that at the end of each session windows are shut, the door is properly locked and the keys are returned for the next user.

Further information

10. Telephone contact numbers for the Clerk and Chairman are displayed in the notice board to the left of the main entrance door.
11. There is no wheelchair access to the Reading Room toilet facilities; however there is wheelchair access at the Village Hall.
12. Please be aware that the upstairs is also a shared office please be considerate during office hours
13. For SATNAV and location finding purposes the postcode for the Reading Room is **DT6 4QA**. OS grid ref. is **SY 48730 89488**. The location is shown on the website www.burtonbradstockparishcouncil.org
14. In an emergency a key is held at the Three Horse Shoes Pub

Mrs Michele Harding, *Clerk to the Council*

The Reading Room, High Street, Burton Bradstock, Bridport, DT64QA

Mob: 07814 016971 Tel: 01305 871268 Email: burtonbradstockparishclerk@gmail.com

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BURTON BRADSTOCK READING ROOM - BOOKING FORM

DETAILS OF APPLICANT

Name:

Address:

Contact Telephone Number:

Email Address:.....

DETAILS OF HIRE

Date(s):

Time (to include setting up and clearing away) :From:To:.....

Type of Function: (e.g. children's party/meeting)

Numbers: Please give estimate of numbers taking part

UNDERTAKING

I agree to abide by the Terms and Conditions of Hire of Burton Bradstock Reading Room.

I agree **NOT to use cellotape or drawing pins** on the walls, floors and fixtures. (Blue Tack and ribbon/string are acceptable alternatives)

I also agree to ensure that should any persons under the age of 18 years be present, they will be supervised in the ratio of at least one adult to every 15 persons under the age of 18 years.

Signature

Date

Hire Charges	Morning session 8-1	Afternoon session 1-5	Evening 5-9
	£6.50	£6.50	£6.50

Make Cheques payable to: Burton Bradstock Parish Council

Bacs payments to Lloyds Bank:

A/c: 39597868

Sort Code: 77 29 18

Mrs Michele Harding, Clerk to the Council

The Reading Room, High Street, Burton Bradstock, Bridport, DT64QA

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