

Thomas Whitty House, Silver Street, Axminster, Devon, EX13 5AH



BRADSHAW ROOM HIRING TERMS & CONDITIONS

Axminster Heritage is extremely proud of its 1st Floor Conference Suite in Thomas Whitty House in the heart of Axminster. The space is decorated traditionally and full of natural light, with modern facilities. Access is by the main staircase or lift from the ground floor entrance.

It is suitable for a wide range of uses: conferences, informal meetings, AGMs, wedding receptions, small functions, family gatherings, evening classes, banqueting etc. The floor area of the Conference Suite is 10.5 metres by 5.2 metres. The maximum capacity of the Suite is restricted to 50 people.

Seating and catering arrangements are flexible and you must discuss your requirements with a member of Axminster Heritage prior to booking. Our booking manager will advise and confirm your requirements, within current health and safety legislation.

For your convenience there is a service counter adjacent to the main room, from which food and beverages can be served, you can book the kitchen and supply your own provisions or use caterers.

HIRING CHARGES

Standard rate	£15 per hour
Community Use (any non profit organisation or charity)	£10 per hour

Available from 9.00am - 11.00pm

HIRING CONDITIONS

The person booking the suite (HIRER) is responsible for ensuring that all conditions set out in this document are adhered to, including the licensing conditions of premises.

There is to be no smoking within Thomas Whitty House.

There are offices within Thomas Whitty House and as such use of the room should be for activities that will not impact on their peaceful enjoyment of the building.

All corridors and stairwells to be kept clear at all times.

No item should be affixed directly to the walls.

Wi-Fi is available. Users should be aware that the connection is shared with others in the building and should make their own arrangements regarding data security.

The hirer must be in attendance during the period of hire and is ultimately responsible for the room being left in good condition.

All applications for hire of the Suite must be made on the booking form.

The hire charge must be discussed with our booking manager and confirmed on the form, including date and session/s.

A non-refundable deposit of booking of 10% of the hire charge will be requested at the time. The balance of the hire charge is payable 4 weeks before the date of hire.

Axminster Heritage Ltd reserve the right not to honour any provisional booking unless the balance is paid in full by the stipulated time.

Please be aware that a booking application can be declined if the use of the room is deemed to be inappropriate. Reference should also be made to our cancellations policy.

CATERING CONDITIONS

The hirer is responsible for any licence that may be required for any licensable activity, such as the sale of alcohol or the provision of entertainment. Arrangements for this should be made at least 2 weeks in advance of the date of hire. This can be done by phoning East Devon District Council 01395 517410 or 01395 517411

The Hirer must ensure that the tables and chairs in the Suite are left in the same place and condition as they were found.

All rubbish **MUST** be taken away from the suite at the end of the session. The Hirer is responsible for the removal & disposal of rubbish. Failure to do so will result in the imposition of an additional charge per rubbish sack or per item left on the premises. Cleaning equipment can be found in the cupboard in the kitchen - a stepladder is available.

The Hirer is responsible for keeping our fine Axminster carpet in good condition by clearing up any spillages immediately and remedying any marks or stains.

The Hirer **MUST** record any breakages, damage or defects in the log book in the kitchen. Window/glass, furniture or door breakages must be reported to the booking manager and will incur a replacement charge, that will be invoiced once the item has been replaced or restored.

At the end of your session please ensure that all water heaters have been switched off in the kitchen, all lights have been switched off, all windows and doors are closed and locked. Please exercise common sense and treat the Suite and its furnishings with the same respect you would your home. Any insurance necessary for an event is the responsibility of the Hirer.

HEALTH & SAFETY

Fire regulations stipulate the maximum number of people in the room should not exceed 50.

In the rare event of an emergency the hirer must phone 999 and evacuate the building. The assembly point is opposite the building, on the tarmac area in front of the dental surgery.

Please record any accidents in the Accident book stored in the kitchen. Any serious accidents resulting in hospitalisation should be reported to the booking manager directly. The Hirer shall be responsible for the provision of first aid cover as they deem necessary for the period of hire.

Any Hirer found to have breached the capacity limit (50) will have their hire agreement terminated immediately and the committee reserve the right to refuse or honour any future bookings.

Please note that the Thomas Whitty Conference Suite is a **NON SMOKING AREA**. Please read our terms & conditions carefully, including the fire notice.

When you know the exact time slot and date of your event, please sign and return the booking slip attached.

On discovering a FIRE

- Sound Alarm using the nearest call point
- Attempt to extinguish only if safe to do so
- Do not take any unnecessary risk
- On hearing alarm or in event of need for evacuation:
 - Dial 999 and request assistance of the fire brigade
 - Evacuate the premises down the stairs, check kitchen and toilets
 - Do not use the lift.
 - Close all doors to reduce air flow but do not lock them
 - Guard all access points to prevent re-entry by public
 - Liaise with fire brigade upon arrival. Show the position of main electrical switch (above door at main entrance)



Reference No

I would like to book the Bradshaw Room

Contact details:

Name:

Address:.....

.....

Contact telephone number:.....

Email:.....

Nature of Event:

Date of hire:

Time of Hire From:..... To:.....

No of Hours @£15.00 per hour = Total Hire Charge £.....

Deposit 10% (not refundable) To be paid at time of booking £.....

Balance To be paid 4 weeks before date of hire £.....

I have read and understand the terms & conditions for the hire of the Bradshaw Room in Thomas Whitty House.

Signed..... Dated

Receipt

Reference No:

Date Deposit PaidAmount £..... Received By

Ballance to be Paid byAmount £..... Received By

Total.....Amount £..... Received By