

THE BRADSHAW MEETING ROOM - TERMS AND CONDITIONS OF HIRE

If you hire the Bradshaw Meeting Room we expect you to treat the property and its furnishings with the same respect you would show your own home.

Please note – Because there are offices within Axminster Heritage Centre acceptable uses of the room are limited to activities that will not cause undue noise or disruption. A booking application can be declined if the use of the room is felt to be inappropriate

As the Hirer you are responsible for ensuring that all the following conditions are met.

Specifically the Hirer is responsible for:

General

- Ensuring the No Smoking policy within Axminster Heritage Centre
- Keeping clear all corridors and stairwells at all times
- Ensuring nothing is affixed directly on the walls
- Making any necessary arrangements for data security. The WIFI connection is shared with others in the building
- Being in attendance at all times during the period of hire
- Leaving the property in good condition.

Catering

- Obtaining 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
- Ensuring that the tables and chairs in the Bradshaw Meeting Room are left in the same place and condition as they were found.
- Removing and disposing of all rubbish at the end of the hire period. Failure to do so will result in additional charges per rubbish sack or per item left on the premises.
- Keeping the carpet in good condition by clearing up any spillages immediately and remedying any marks or stains. Cleaning equipment can be found in the cupboard in the kitchen - a stepladder is available
- Recording any breakages, damage or defects in the log book in the kitchen. Window/glass, furniture or door breakages must be reported to the Buildings Manager. These will incur a replacement charge that will be invoiced once the item has been replaced or restored.

- Ensuring, at the end of the hire period, 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.
- Obtaining any insurance necessary for an event.

Charges

- Discussing the hire charge with our Buildings Manager prior to completing the Booking Form with date and session/s and confirming the agreed total on the form, including date and session/s.
- Paying a non-refundable deposit of 10% of the hire charge when requested.
- Paying the balance of the hire charge 4 weeks before the date of hire.

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

Cancellation

Health & Safety

- Meeting Fire regulations by ensuring the maximum number of people in the room does not exceed 50. Any Hirer found to have breached this limit will have their hire agreement terminated immediately. Axminster Heritage Ltd reserves the right to refuse or honour any future bookings
- Phoning 999 in the rare event of an emergency and evacuating the building. The assembly point is opposite the building, on the tarmac area in front of the dental surgery.
- Recording any accidents in the Accident book stored in the kitchen. Any serious accidents resulting in hospitalisation must be reported directly to the Buildings Manager
- Providing any first aid cover felt to be necessary for the period of hire.