

Terms and Conditions for Use of The West Barn

There is no parking in the immediate vicinity of The West Barn although there is a small pay and display car park very close by. A vehicle may have ACCESS to the West Barn site for access for disabled people and for delivering and collecting equipment but this access is time limited to 15 minutes. This time limit was a major concession and is part of the planning consent.

Provisional bookings will be taken without obligation and held for 14 days. If confirmation is not received by completion and return of this form with the requisite deposit the booking will be cancelled. On receipt confirmation will normally be sent by return of post.

Once your booking is confirmed you may need to visit The West Barn to meet the Manager to finalise arrangements – please telephone Claire McNulty 01225 865850, to make such arrangements.

You should inform the West Barn Manager at least five days before the event of the final number of people attending¹. This is essential for him to provide the correct number of chairs.

Hirers are required to notify The West Barn Manager if they have submitted a Temporary Events Notice for drinks as required by the Licensing Act 2003.

Payment of the balance must be made at least three weeks before the event direct to The West Barn Manager, with cheques payable to Bradford on Avon Tourism Association.

Keys to the West Barn will only be available via The Tourist Information Centre with whom all arrangements for issue and return must be made.

Hirers have sole responsibility for insuring against theft, loss or damage of articles they or members of their party bring to the building. This is particularly important for items such as paintings, ceramics, photographs, manuscripts, objects d'art etc.

The West Barn is an integral part of the Barton Grange Tithe Barn Ancient Monument and Smoking is strictly forbidden. The fire alarms are very sensitive and activate very quickly.

We share this site with the owners of The Farm Houses close to the West Barn and in the interests of being good neighbours the building is not suitable in any way for loud music, discos, rock, or other music played loudly. Amplification of any music or singing is strictly forbidden.

Hirers are expected to wash and put away any crockery/cutlery used and remove all bulky rubbish at the end of their event. However, by arrangement a cleaner will undertake the work for an additional charge of £6.00 but six days notice is needed for this service to be provided.

Any accident, however, small must be reported to The West Barn Manager for recording in the Accident Book. This is a legal requirement.

There is no telephone in The West Barn and users are recommended to bring a mobile telephone for emergency use.

¹ Seating numbers are only required for Weddings/Civil ceremonies or functions requiring chairs.

Further information for users of the West Barn

General Information

During the period from April to September The West Barn is available only from 4 p.m. **on a Sunday.**

Decoration with flowers and foliage is acceptable but nothing must be attached to the walls or beams with nails, screws, pins or tape. This is a rebuilt part of the ancient monument and such action is strictly forbidden to all including the owners of the building, The Bradford on Avon Preservation Trust.

The main hall of the West Barn is permanently decorated with banners depicting medieval figures and with wall information boards. The banners cannot be moved but the boards may be covered with special cloth envelopes to hide them. **Under no circumstances must they be moved from the walls by the hirer.** However, by prior arrangement, the West Barn Manager will move the boards but only to the Minstrels' Gallery (or similar location) where they will be hung from the walls.

Capacity is 60 seated in the main hall and 10 in the Minstrels' Gallery. There are a total of 70 chairs. It is not possible to seat more than 40 people at tables.

Kitchen facilities are very limited and it is only possible to cater for small groups, except when a buffet type meal is being served. There are cups, saucers, plates, cutlery, wine glasses and tumblers available for use as well as a large, cooled larder, electric kettles, jugs, tea pot and a double boiling ring. There is also a CD player.

The building can be heated but after £2's worth of electricity has been used the hirer must pay for additional heating via a coin meter.

There is no telephone in the West Barn. We recommend users bring a mobile.

Legal Ceremonies

It is essential that couples check with the Registrar that staff will be available to perform the ceremony at the time they wish. Apparently it is not always possible in the period September to March for ceremonies to take place on a Saturday morning away from the main Register Office.

Ceremonies may take place on a Sunday, subject to the Registrar being available. Please note Sunday availability times above.

No food or drink is allowed in The West Barn during the ceremony. The kitchen and hall can be used after the ceremony for a champagne reception or similar.

The West Barn will be available for one hour before and one hour after the ceremony but other arrangements are possible. For example, the Barn might be available without extra charge on the evening before if there is no other booking, or on the morning of an afternoon ceremony. Please note the parking conditions under Terms and Conditions.

A Preservation Trust steward will be present for one hour before and one hour after the ceremony. **It is a requirement of the licence for a Marriage or Civil Partnership ceremony that one hour before the ceremony a notice is placed outside or on the building stating that a ceremony is to take place. It is a legal requirement that the public have the right to attend these ceremonies.**

Readings or music of the couple's choice may be played but the selection **must** be discussed with the Registrar before the ceremony. Music must be a CD not a tape.

The Preservation Trust is always grateful for any donations.