



Bradford on Avon Preservation Trust

Conserving and promoting our heritage

Silver Street House
13 Silver Street
Bradford-on-Avon
Wiltshire
BA15 1JY

PRIORY BARN TERMS AND CONDITONS OF HIRE

Introduction

Priory Barn, Newtown, Bradford on Avon, BA15 1NQ, is the property and meeting room of Bradford on Avon Preservation Trust. It is available for hire on the terms and conditions set out below. The "Hirer" is the person making the application to hire, either on their own behalf, or for a group/organisation.

Bookings

Bookings for the Priory Barn are processed online via the Preservation Trust website at www.bradfordheritage.co.uk

Provisional bookings will be taken without obligation and held for 14 days. If confirmation is not received with the full payment then the booking will be cancelled without any charge. On receipt of your booking form and full payments, you will be sent confirmation of your booking.

Hours of Hire

Priory Barn is available to hire between 8.30am and 10.30pm.

Extension beyond 10.30pm is permissible if the Hirer undertakes to minimise noise and the adjoining residents are informed in advance by the Caretaker. Midnight is the latest locking-up time.

Capacity

To comply with fire regulations and facilitate comfortable circulation space, the upstairs meeting room has a maximum capacity of 40 people seated at tables, or 60 people standing/sitting.

Access and Keys

If you have not hired Priory Barn before, then a viewing can be arranged in conjunction with the Priory Barn Caretaker, to discuss Priory Barn's facilities. We regret that Priory Barn has no step-free access into it, or between its floors.

A key can be collected on the day prior to your event from TO4U at The Georgian Lodge, 25 Bridge Street between 10am and 4pm Mondays to Saturdays. If this isn't convenient, please contact TO4U to make an alternative arrangement. Please **return the key to TO4U within 24 hours of your booking's end time.**

Parking

There is no designated parking at Priory Barn. Car parking spaces may be available on Newtown, and perhaps further south-west on Belcombe Road. Pay and Display car parking is available in St Margaret's car park and at the railway station, both of which are less than 10 minutes' walk.

Facilities

The Kitchen contains an electric cooker and microwave. Crockery, cutlery, glasses and jugs are available for use, as well as a fridge and two electric kettles. Please note that you need to provide your own tea towels and tablecloths.

Priory Barn meeting room has curtains and a retractable screen. A digital projector may be available to hire at an extra charge of £25 per day. Track lighting can be provided by special arrangement.

There is no telephone in the Priory Barn, so we recommend hirers bring a mobile telephone for emergency use.

Electrical Equipment

No electrical equipment other than that belonging to Priory Barn may be introduced, unless recently checked by a qualified electrician.

Decoration

Nothing may be attached to the walls or beams with nails, screws, pins or tape; nor anything hung from the lighting tracks. The walls have hanging rails for hooks.

Smoking and Naked Flames

Smoking is **strictly** forbidden. Naked flames and candles are **strictly** forbidden, except for those adorning birthday cakes.

Alcohol

Hirers are required to notify the Caretaker if they have submitted a Temporary Events Notice for Drinks as required by the Licensing Act 2003 (only needed if you intend to sell alcohol). For more details, see the Licensing section of Wiltshire Council's website.

Noise Levels

Priory Barn adjoins a residential dwelling and is therefore unsuitable for excessively loud or amplified sound. Hirers must undertake to minimise noise after 10.30pm.

Insurance

Hirers have sole responsibility for insuring their public liability and against risk of any theft, loss or damage of articles which they, or those attending the event, bring to the building. This is particularly important for exhibitions. Hirers are required to have public liability insurance of at least £2 million. If they already have public liability insurance, they should check with their insurer that it covers their event. Insurance can be obtained from a broker for the day or days in the form of a specific event insurance or as a weddings insurance policy.

The hirer agrees to indemnify the Preservation Trust against all claims, demands, actions, proceedings, damages, costs and expenses relating to loss or damage suffered by the hirer or any person attending the event or any person involved in any way with the event or which arises out of the use of the Barn for the event, except where it is the result of negligence by the Preservation Trust. Hirers

Finalising arrangements

Arrangements for the layout of furniture, heating etc must be made with the Caretaker at least two weeks before your event.

Tidying-up

Hirers are required to wash up and put away any crockery, cutlery and glassware they've used and leave Priory Barn in a clean and tidy condition. *Please remember that tablecloths and tea towels are not provided.* All hirers must remove their rubbish. If hirers leave Priory Barn in a way that does not allow the next hirers to use the Barn straight away, we reserve the right to charge hirers up to £50 to cover cleaning costs.

Breakages and damage to Preservation Trust property

We reserve the right to charge hirers the cost of replacing or repairing any broken or damaged items belonging to the Preservation Trust.

Accidents

It is a legal requirement that any accident, however small, must be reported to the Priory Barn Caretaker for recording in the Accident Book.

General

We reserve the right to alter these Terms & Conditions without prior notice.