



Bradford on Avon Preservation Trust

Conserving and promoting our heritage

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

WEST BARN TERMS AND CONDITIONS OF HIRE

Bookings

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

Bookings are for use of the West Barn only and any use of the outside area has to be agreed separately. A fee may well apply. Events must all end at midnight.

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 payment, you will be sent confirmation of your booking.

Cancellations and alterations

Please inform the Bookings Administrator as soon as possible if you wish to cancel your event. We regret that hirers who give less than 8 weeks' notice will not be given a refund. Hirers who cancel their booking more than 8 weeks prior to their event will receive a refund of 60% of the total hire charge.

Hirers who change the date of their booking will incur a non-refundable administration fee of £25 per alteration.

The Preservation Trust reserve the right to cancel bookings in the event of unforeseen circumstances. A full refund will be given.

Keys and Access

A key can be collected on the day prior to your event from Travel Options 4U Monday to Saturday 1000 - 1600 hours (1100 – 1500 hrs on Saturdays from October to March). TO4U is closed on Sundays. If this is not 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 the West Barn itself, but guests can use the nearby pay and display car parks at Pound Lane or the Station. Vehicles are allowed on site for *deliveries and collections only*, e.g. to deliver exhibits and food, or to drop off the bride or disabled people. Vehicles may only be parked outside the West Barn for a maximum of *fifteen minutes*. The vehicle can return later to collect passengers or items. Parking in the farmyard may involve trespass on land not owned by the Preservation Trust and blocks access to the public rights of way. Users must open and close gates to the site. The West Barn's postcode is BA15 1LF.

Decoration

Decoration with flowers and foliage is acceptable, but nothing must be attached to the walls or beams with nails, screws, pins or tape. The West Barn is a part of an ancient monument and such action is strictly forbidden to anyone. The main hall is permanently decorated with banners depicting medieval figures these banners cannot be removed.

Music

You may enjoy music or singing in the West Barn. Amplification of any singing (including Karaoke) or instruments is strictly forbidden. You may use a single speaker personal sound system but it may only be played at a considerate level and at all times music/singing must be only inside the Barn. A CD player is available for your use if needed. Please note that in all instances, The Barn Manager's decision concerning what is an acceptable sound system is final.

Alcohol

Hirers are required to notify the West Barn Manager if you have submitted a Temporary Events Notice for Drinks as required by the Licensing Act 2003 (only needed if you intend to sell alcohol).

Smoking

The West Barn is an integral part of the Barton Grange Tithe Barn Ancient Monument and smoking is strictly forbidden. Due to the historic nature of the building there are to be no naked flames including candles.

Tidying Up

Hirers are expected to leave the Barn in a clean and tidy state ready for the next event. All crockery / cutlery / glassware should be washed and put away. **All hirers must remove their rubbish after their event**, as there is no rubbish collection from the West Barn. If hirers leave the West 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 £150 to cover cleaning costs.

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.

Accidents

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

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.

Legal Ceremonies

A Preservation Trust steward will be present for 1 hour before and 1 hour after the ceremony. It is a legal requirement of the Licence for a Marriage or Civil Partnership Ceremony that a notice stating that a ceremony is to take place is displayed outside or on the building 1 hour before the ceremony. This notice will be supplied by the Preservation Trust. It is a legal requirement that the public have the right to attend these ceremonies.

General

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