



Lawrence Weston Community Farm

Room Hire Terms & Conditions

(The Hirer must comply with these Terms & Conditions)

Payment

Payment is to be made in advance of the booking.

Alcohol and smoking etc.

People are not to enter the premises, or any part of the Farm, under the influence of alcohol or illegal drugs, or to consume them on the site. Smoking is not permitted on any part of the Farm.

Cancellations

In the case of the Hirer cancelling a booking a cancellation charge will be applied: If the event is cancelled with more than 30 days notice, there will be a full refund. Between 30 and 7 days notice we will refund 60% of the cost of the hire. Less than 7 days we will refund 40% of the cost of the hire.

Lawrence Weston Community Farm reserves the right to cancel any hiring without notice where circumstances demand it. In the event of any hiring being cancelled the hire fee will be fully refunded, but Lawrence Weston Community Farm shall not be held liable or be required to pay compensation for any loss sustained as a result of the cancellation of the hiring.

Dogs

Dogs are not permitted on the Farm, with the exception of guide dogs etc.

Cleaning, security and noise

The hirer will leave the premises in the condition in which it was hired. Litter must be cleared away and furniture / equipment replaced. The Hirer must remove any property brought onto the premises. Noise must be kept to a reasonable level so as not to disturb other users of the Farm. At the end of the hire period, the reasonable person must notify a member of staff that they are leaving the premises. Please see extra information about cleaning in our C19 Guidance notes.

Damage

In the event of damage to the premises or equipment, Lawrence Weston Community Farm will make good the damage and the cost will be charged to the Hirer. Items

should not be attached to the floors or walls without the consent of Lawrence Weston Community Farm.

Disclaimer

Lawrence Weston Community Farm cannot be held responsible for loss of, or damage to personal property. Users of the Farm are advised to look after their belongings at all times. Lost property is kept in the Farm office and items not claimed within one month of being handed in will be disposed of.

Insurance

Lawrence Weston Community Farm's interests in respect of the premises are covered by Public Liability Insurance. The Hirer shall is responsible for arranging their own insurance to cover all those persons attending the event, their possessions, equipment and any equipment hired from Lawrence Weston Community Farm.

Health and safety requirements

The Hirer will not do anything that may endanger the users of the farm, buildings or contents. The responsible person will be made aware of the location of the First Aid Box (Main Office), fire fighting equipment and fire exits, which should remain clear at all times. Electrical equipment brought on the premises by the Hirer must comply with the Electricity at Work Regulations 1989, and any subsequent regulations. The Hirer must comply with the stated maximum capacity per room, which must not be exceeded.

Equal opportunities

The Hirer must ensure that the nature of the hiring does not contravene Lawrence Weston Community Farm's Equal Opportunities Policy and practice. A copy of which is available on request.

Licences

No copyright dramatic or musical work shall be performed without the licence of the owner of copyright. The hirer shall indemnify Lawrence Weston Community Farm against any infringement of copyright that may occur during the hiring.

Purpose of hire

The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hire shall not do anything, or bring anything onto the premises that may endanger the premises, their users, or invalidate any insurance policies relating thereto. Bookings are not accepted from political parties / organisations. Lawrence Weston Community Farm reserves the right to refuse a booking. Please note that we are unable to provide storage for belongings or equipment. The premises will only be used by the organisation / individual named on the Booking Form. The Hirer is not permitted to sub-let the premises to another organisation or individual. The hirer

must ensure that the hiring does not contravene Lawrence Weston Community Farm's general rules, a copy of which is available on request.

Responsible person

The Hirer shall ensure that there is a named responsible person (over 18 years old) present for the duration of the booking. He / she will be responsible for the supervision of the premises and its contents, the behaviour of the persons using the premises, safety arrangements and all conditions of hire.