



## **BATH CITY FARM**

### **Room Hire Terms & Conditions**

(The Hirer must comply with these terms & conditions)

#### **Payment & Cancellations**

When we receive your booking request, farm staff will discuss your requirements with you and give you a price. The room hire fee is to be paid in advance of your event. Cheques should be made payable to Bath City Farm. On receipt of payment we will send you a final confirmation of your booking.

There is a **cancellation fee** of 25% of the room hire for bookings cancelled 2-4 weeks before the booked date and 50% for bookings cancelled within 2 weeks of the booked date. Bookings cancelled more than 4 weeks ahead will receive a full refund. This applies to Saturday party bookings only.

#### **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. In exceptional circumstances alcohol may be consumed on the hire premises, but only with the permission of Bath City Farm.

#### **Dogs**

Dogs are not permitted in the building, with the exception of guide dogs.

#### **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.

#### **Damage**

In the event of damage to the premises or equipment, Bath City 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 the Farm

#### **Disclaimer**

Bath City 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**

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

### **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.