

BEDE TOWER



Thank you for considering Bede Tower as a potential venue for your activity. In order for us to consider your booking request, please read the following information carefully, and complete, sign and return a copy of the Booking Request Form to us as soon as possible.

Terms of booking brochure

Issue 1.5, January 2020

1. Key Points:

- 1.1. The safety of all of our guests is paramount. As Event Organiser it is your responsibility to ensure that your group is made fully aware of the conduct, safety, security and fire evacuation arrangements that are included in this booklet.
- 1.2. Use of Bede Tower will be dependent upon your agreement to the following terms and conditions. We also reserve the right to immediately terminate this agreement should you, or any member of your group, contravene any of the following points:
 - 1.2.1. Verbal or physical abuse against any persons within the boundaries of the Bede Tower property will not be tolerated. Any such serious matters will also be reported to the Police.
 - 1.2.2. A strict No Smoking policy applies to all internal areas of Bede Tower.
 - 1.2.3. We will allow wine provided by the event organiser to be served with a meal. However, the sale of alcohol is not permitted.
 - 1.2.4. Except where previously agreed with Bede Tower, only assistance dogs are permitted inside buildings. Any dog fouling must be cleared away in the appropriate manner.
 - 1.2.5. The Hirer must take responsibility for the conduct of all participants in their event irrespective of the role of the participant.
 - 1.2.6. The Hirer is responsible for returning the facility to the state and layout in which it was provided, and all litter must be removed.
 - 1.2.7. All accidents, no matter how minor, must be reported immediately to Reception.
 - 1.2.8. You must seek agreement in advance from Bede Tower for any additional or alternative activities, or to use any facility or equipment not agreed as part of your original booking.
 - 1.2.9. Any damage or breakages must be reported immediately to Reception.
 - 1.2.10. We will not allow any activity that may put our reputation or core purpose at risk.
 - 1.2.11. Sub-letting of our facilities is not allowed.
 - 1.2.12. An event/sound curfew starts at 21:30. No amplified music shall be played after that time.
 - 1.2.13. No rental period shall extend beyond 10pm daily without penalty.
- 1.3. Occasionally we may need to use the facilities during your agreed times, which may impact on your booking. We will always provide you with as much advance notice as possible of these dates.
- 1.4. The Event Organiser must appoint a representative to sign-in at Reception at the start of each hire period, remain present for the entire duration of the hire and sign-out at the end of the hire. This representative must also be responsible for keeping a register of any guests.
- 1.5. Our good relationship with our neighbours is important to us, and we ask you to advise your guests not to do anything that may negatively impact on this. Noise levels, bad language or behaviour, excessive vehicle movements and inconsiderate parking are particular areas that can cause unnecessary annoyance.
- 1.6. We have strict rules on the types of footwear to be used in our sports facilities. For indoor sports areas, only non-marking soled-shoes may be worn. In addition, food and drink must not be taken into this area, and all equipment must be lifted rather than dragged across the surface.

2. Fire Evacuation Information:

- 2.1.1. The Fire Assembly point is the 'Big Log / Tree Trunk' at the opposite side of the car park to Bede Tower.
- 2.1.2. The Bede Tower Fire Instructions are held at Reception, and a Fire Evacuation Plan is placed on the wall of each indoor letting area. Please take time to either read these prior to your activity or discuss the evacuation plan with a Bede Tower member of staff.
- 2.1.3. When the Fire Alarm is heard, evacuation **MUST** take place. You will be shown the location of the Fire Assembly Point as part of your site induction.

2.2. Action on hearing the Fire Alarm:

- 2.2.1. Evacuate the building using the nearest Fire Exit door.
- 2.2.2. If using an upper floor, use the stairs to evacuate (the lift must not be used) and follow the Fire Exit signs.
- 2.2.3. Report to the Fire Assembly Point.
- 2.2.4. Do not stop to collect your belongings.

2.3. Action on finding a Fire:

- 2.3.1. Operate the nearest Fire Alarm – break the glass.
- 2.3.2. Once it is safe to do so Dial 999-emergency services.
- 2.3.3. If safe to do so, Inform the reception who will implement our fire safety procedure.
- 2.3.4. Do not stop to collect your belongings.
- 2.3.5. Evacuate the building using the nearest Fire Exit door.
- 2.3.6. If using an upper floor, use the stairs to evacuate (the lift must not be used) and follow the Fire Exit signs.
- 2.3.7. Report to the Fire Assembly Point.

2.4. Signs and Escape Routes:

- 2.4.1. Routes of escape are indicated with arrow signs showing direction to travel.
- 2.4.2. Ground floor exit doors have Fire Exit signs.
- 2.4.3. Emergency lighting is located in the building.

2.5. When reaching the Fire Assembly Point:

- 2.5.1. Report to the Bede Tower appointed fire officer who will be wearing a hi-visibility jacket. They will have the sign in register.
- 2.5.2. You must be able to account for all members of your group.
- 2.5.3. Remain at the Assembly Point until you are told by the Bede Tower Fire Officer that it is safe to return to the location of your event.

3. Health and Safety Information:

- 3.1. You are responsible for undertaking a risk assessment covering all your activities prior to your event, and for providing a copy of this to us. A Sample risk assessment form is attached to these Terms and Conditions for your convenience.
- 3.2. We do not provide First Aid support for your event. You will therefore need to ensure that the appropriate level of First Aid support is in place.
- 3.3. The Bede Tower Reception will be staffed throughout your event.
- 3.4. Fire exits, corridors and egress routes must be kept clear at all times.

4. Current Lettings Rates:

- 4.1. The current charges can be found in Appendix One of this document. Please note that this is an indication and subject to change, the charges shown are for the hire rooms set out as stated in Appendix One, changes to room layouts or requests are charged and confirmed in writing prior to your booking and acceptance of the booking (*see 4.2.2.1. below for further details*).

4.2. Additional costs.

4.2.1. Storage:

- 4.2.1.1. We recognise that, on occasion, it is not always possible to have some of your rental equipment removed at the end of the hire period.
- 4.2.1.2. Permission must be sought, in writing (or email) for any equipment to be left on the Bede Tower premises outside of the hire period. We will endeavour to assist in this matter where practical, however, should such a situation arise where Bede Tower is unable to make further bookings due to left equipment then an appropriate charge will be made.
- 4.2.1.3. Any collections must be made within usual opening hours. However, where that is not possible then a charge of £25 plus £20/hour will have to be made.

4.2.2. Set-up:

- 4.2.2.1. An additional set-up and/or cleaning charge may apply. We will always confirm this in your quote.

4.2.3. Damages / Cleaning:

- 4.2.3.1. Any damages will be charged at cost price and will be repaired by a Bede Tower approved supplier.
- 4.2.3.2. Should the need arise then an additional charge of £20 per cleaner hour (or part thereof) will be made where the facilities have not been left in a clean and tidy condition.

5. Terms and Conditions of Booking:

5.1. The Booking:

- 5.1.1. The hire of the facility is entirely at the discretion of the Bede Tower management.
- 5.1.2. Bede Tower reserves the right to withhold or cancel the booking without compensation, and reserves the right to refuse admission.
- 5.1.3. A booking will remain provisional until both the Event Organiser and Bede Tower signs the Booking Form. Reservation of any facilities requested in the provisional booking will lapse if the Agreement is not signed and returned to Bede Tower within 14 days of issue.
- 5.1.4. If the event is booked more than six months ahead of the actual event date, then we may need to hold your request on a provisional basis.
- 5.1.5. You must disclose in full the nature and purpose of your event at the time of booking. Use of Bede Tower is limited to those activities specified and subsequently agreed by us in your Booking Request Form. Lewd behaviour, foul language, drug use, drunkenness and nudity are not acceptable. We reserve the right to terminate the event if activities take place that were not agreed as part of the booking.
- 5.1.6. Should termination be necessary, no refund will be paid, and we will not be liable for any costs charged to you by suppliers.

5.2. Use of Facilities

5.2.1. General

- 5.2.1.1. You must not use any Bede Tower equipment or space not agreed in the Booking Request Form.
- 5.2.1.2. Bede Tower fixtures and fittings, equipment and furniture must not be altered or moved without prior permission. You may not drive screws/nails etc into any part of the building, or affix any posters or placards.
- 5.2.1.3. No blu-tack is to be used at any time on any wall.
- 5.2.1.4. Any damage to our premises shall be paid for by the hirer, the costs of which shall be assessed by Bede Tower whose decision is binding.
- 5.2.1.5. Numbers of attendees must not exceed that stated on the application form and must not exceed the maximum capacity for any room.
- 5.2.1.6. The Event Organiser, or an assigned representative, must be present for the entire duration of the hire period.
- 5.2.1.7. No sub-letting is permitted, and permission must be sought in advance from Bede Tower for any external suppliers that you need to bring on-site.
- 5.2.1.8. Start and finish times must be clearly stated on your Booking Request Form.
- 5.2.1.9. Over-running events will be charged at double the standard hourly rate for any additional hours or part thereof. Time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period. All events, unless previously agreed, must end by 9:30pm, with doors locked by 10:00pm.
- 5.2.1.10. Bede Tower staff have free access to all parts of Bede Tower at all times.
- 5.2.1.11. No goods/refreshments may be made available/sold by the hirer at the event without prior agreement of Bede Tower.

- 5.2.1.12. You are responsible for the effective stewarding of your event and for the maintenance of order of all your guests.
- 5.2.1.13. You must inform Bede Tower of any personnel or attendees who have any special requirements or who may require specific assistance in the event of an emergency.
- 5.2.1.14. All attendees must adhere to a strict No Smoking policy within the building this includes all forms of E-Cigarettes.
- 5.2.1.15. No materials of a highly flammable nature may be brought onto the premises.
- 5.2.1.16. If an admission charge is to be levied by the Event Organiser to attendees, then this must be detailed in full on the Booking Request Form.
- 5.2.1.17. Any equipment brought onto the premises must be fit for purpose and safety checked, with PAT certificates presented where appropriate. All equipment, props, display materials or furnishings must be removed from the premises immediately after use to enable facilities to revert back to how they are prior to your letting.
- 5.2.1.18. Where copyrighted work is being performed or displayed, or where recorded music is being used in a performance, the Event Organiser is responsible for seeking permission from the copyright owners and for presenting evidence of this consent to Bede Tower prior to the event taking place. The hirer is also liable to the copyright holder for settling any royalty payments.
- 5.2.1.19. The Event Organiser must ensure that the premises are left in a clean and tidy state. Any additional cleaning undertaken by Bede Tower will be charged to the hirer at the appropriate rate.
- 5.2.1.20. Bede Tower, from time to time, may require the hired-out facilities for its own use. We will do our utmost to communicate such situations as quickly as possible, and will return any charges paid, but will not consider claims for compensation.
- 5.2.1.21. Bede Tower may immediately terminate an Agreement if the hirer is found in breach of any aspects of our Terms of Booking.
- 5.2.1.22. Bede Tower may terminate an Agreement at any time subject to one calendar month notice.

5.2.2. Sports Hall

- 5.2.2.1. Only non-marking soled shoes may be worn in internal sports areas.
- 5.2.2.2. No equipment is to be dragged along the sports hall floor.
- 5.2.2.3. Any damage to the sports hall floor will be charged for.
- 5.2.2.4. No food or drinks are allowed in the sports hall.

5.2.3. Main Hall Stage

- 5.2.3.1. No Bede Tower PA equipment is to be used without a Bede Tower authorised technician.
- 5.2.3.2. Any damage to the stage flooring or main hall carpeting will be charged at cost.
- 5.2.3.3. No food and drinks are allowed in the main hall.

6. Payment Terms, Cancellation Notice and Charges:

6.1. For one-off events, we may ask for a non-returnable deposit as determined by Bede Tower, which will be payable within 7 days of us confirming the booking, with the balance due no later than 14 days after the letting period.

6.2. Bede Tower should be made aware at the earliest possible point of any cancellation, postponement or partial cancellation, in the first instance verbally and then confirmed in writing. Bede Tower reserves the right to make charges as presented in Appendix Two.

6.3. If your booking is for a regular weekly event, all we ask is that you make us aware of any cancellation at least 24 hours prior to the letting that you wish to cancel, and no charge will be made. The full letting charge will otherwise apply.

6.4. Future bookings will not be accepted until full payment has been received for any previously completed lettings.

6.5. Where invoices are issued, payment must be received by us within 14 days of the invoice date.

7. Health and Safety:

7.1. General

- 7.1.1. The Event Organiser must familiarise themselves with the relevant fire, health and safety and security information contained in this pack and as provided as part of the induction meeting.
- 7.1.2. The Event Organiser is responsible for ensuring that all participants are made aware of the fire, health and safety and security arrangements in place at the reception area.
- 7.1.3. If any persons under the age of 18 are to attend the event, the Event Organiser is responsible for their supervision and safety including, where appropriate, DBS checks (formerly known as CRB checks) of the adults in charge of them.

7.2. Insurance:

- 7.2.1. The Event Organiser will provide appropriate liability insurance. A copy must be presented to Bede Tower at least 48 hours prior to the first booking.
- 7.2.2. The Event Organiser accepts full responsibility for any damage to or theft of Bede Tower property during the period for which the premises are hired.
- 7.2.3. Bede Tower accepts no responsibility for the loss or damage of personal property (including vehicles) brought into the grounds during the hire.
- 7.2.4. The Event Organiser must obtain prior agreement from Bede Tower for any external suppliers that need access to our site for any reason. Such suppliers must also provide appropriate liability insurance, a copy of which must be available to us.
- 7.2.5. Bede Tower accepts no responsibility for the loss or damage of any guests

valuables, property or vehicles while on Bede Tower premises.

8. General:

8.1. Details of the Event Organiser and the company/organisation will be held by Bede Tower on its database for use by its Finance team for maintaining proper records and by the Business Development team for marketing purposes. Details will not be shared with any third parties.

8.2. Publicity materials must not claim or imply the support/endorsement by Bede Tower of the event other than acting as a venue.

8.3. Publicity materials for the event must not be affixed to any public space without receiving the prior permission from the property owner in advance. If the Event Organiser wishes to use a banner to promote the event on external perimeter, permission must be sought in advance from Bede Tower as to its design and use.

8.4. The Event Organiser shall ensure that their party complies with the Bede Tower Internet and IT policy and shall be responsible for ensuring that the IT resources are not used for any illegal or immoral purposes.

Appendix 1 - Rate Card

Room	Cost per hour (8:30 to 17:00) ***	Half Day (4 hours)	Full Day
Meeting Room 1	£18.15	£55	£88
Meeting Room 2 (The Lounge)	£18.15	£55	£88
Meeting Room 3	£18.15	£55	£88
Meeting Room 4	£18.15	£55	£88
Theatre (theatre style seating)	£55	£165	£275
Theatre room change of use	£55	55	£55
Meeting Space	£33	£99	£165
Sports Hall	£27.50	£80	£135
Corridors, Hallways and Foyer area	poa	poa	poa

1. Specific quotes will be provided for larger events – please call.
2. Use of AV sound equipment charge applies to the meeting space - available upon request
3. All rates apply to **Monday to Friday day-time bookings and are indications depending on room set up. Quotations can be provided for evenings and weekends.**
4. Catering costs available upon request

Extra facilities

Meeting Room basic AV projection (sound and vision from your laptop)	£11
Flipchart & pens	£11
Light refreshments (tea/coffee/biscuits) – per person, first session	£2.00
Additional sessions of light refreshments – Per person, for each further session	£1.00
Option 1 Buffet (see menu example)	£4.80
Option 2 Buffet (see menu example) Minimum of 10 people	£5.70
Breakfast Buffet (see menu example) Minimum of 10 people	£6.00
Afternoon Tea (see menu example) Minimum of 20 people	£8.75
<i>To complement Option 1 or 2 Buffet</i>	
Hot Sandwiches (see menu example) Minimum of 20 people	£3.00
Soup option (see menu example) Minimum Serving 20 people	£1.80
Pizza or Chips or Minted potatoes Minimum Serving 20 people	£1/item

Appendix 2 - Cancellation charges

Where a Hirer chooses to cancel their booking the following charges will apply.

<u>Notice Period of Cancellation</u>	<u>Charge Levied</u>
4-8 weeks prior to event	33% of room hire charges
1-4 weeks prior to event	50% of room hire charges
Less than 1 week prior to event	75% of all charges, including all catering charges

Appendix 3 - Health and Safety Risk Assessment.

The Following is provided only as a guide to help you assess any risks involved with your activities. If you have your own Risk Assessment method then please feel free to use that method.

Key:

L = Likelihood. How likely is it that a potential risk could happen? Give this likelihood a value between 1 and 5 where...

- 1 = Less than 10% chance of occurrence
- 2 = 10% to 40% chance of occurrence'
- 3 = Has a 50/50 percent chance of occurring
- 4 = More than 50 chance of occurrence
- 5 = 'Certain to occur'

D = Danger. How dangerous, based on human life, is this risk if it did occur? Again, give this danger a value between minor injury (1 points) and death (5 points)...

- 1 = Minor injury (bruise / swelling)
- 2 = Tissue injury (cuts / gashes / blood spilled)
- 3 = Broken bones.
- 4 = Severe injury (prolonged hospitalisation)
- 5 = Death

Now use the following table to multiply the two factors to together and asses the risk and to ensure that appropriate action is taken.

With a risk factor of 4 or more you may wish only to warn your group that a potential risk occurs. With a risk factor of 9 or more you will certainly need to take more severe action.

The following is an example that might be appropriate in the Refectory if you are serving drinks

item	Risk Identified	Likelihood	Danger	Risk Factor (L x D)	Action to be taken
1	Spilled drink causes slip or fall	3 (50/50)	3 - broken leg	9	Spilled drinks will be mopped up immediately by appointed team members.
2	Scold from hot kettle	1 - unlikely	2	2	Only responsible adults will operate the water heating boilers.
3	Violent disorder / unwelcome violent individuals*	1	4	4	Ushers and security guards will be employed to stop known violent individuals crashing the party.*

* We understand that this might appear to be a ridiculous notion, however, it is your responsibility to ensure you have considered all the risks.

Appendix 4 - Booking form

Organisation name:		Event Date/s:	
Event Name:		Booking Start Time/ End Time:	
Event Synopsis:		Expected number of attendees:	

Facilities required:

Facility	Yes	No
Meeting Room 1		
Meeting Room 2 (Lounge)		
Meeting Room 3		
Meeting Room 4		
Theatre / Main Hall		
PA / AV facilities in Theatre (POA. please specify your requirements)		
Remove some or all chairs in Theatre / Main Hall and replace with boardroom or cabaret style layout tables and chairs (POA, please specify your requirements)		
Refectory & Meeting space		
Refectory Set out in cabaret style 4 chairs per table		
Meeting Space set out in cabaret up to 30, theatre seating up to 60 persons or boardroom style up to 30		
Children's Soft Play		
Refreshments		
Buffet lunch (please state Option and Requirements by email)		
Sports Hall		
Foyer Special Setup (other than general entry/exit use)		
Hallways and corridors Special Setup (other than general entry or exit use)		
Extra Facilities (Please state)		

Declaration:

I agree to abide by the Terms and Conditions of this booking and accept full responsibility for all aspects of this facility booking subject to Bede Tower receiving the appropriate General Safety certification as listed in the Terms and Conditions of Booking.

Signed: **Date:**

Print Name:

Signed on behalf of Bede Tower: