

Iwade @ the barn

Booking Information

Name		
Address		
Over 18	Yes	No
Telephone number		
Email		
Date of hire		
Time of hire	From	To
Purpose of Hire		
Number of guests (40 max)		
Shared use of toilet*	Yes	No
Alcohol	Yes	No
Birthday candles**	Yes	No
Electrical Equipment***	Yes	No

*The Barn toilet is shared with Iwade church and Swale council, therefore authority for shared usage is required due to safeguarding.

** Note naked flames other than birthday candles not permitted due to insurance, thank you for your understanding

*** If you are bringing electrical equipment into the barn during hire you are obliged to ensure that the device(s) are maintained in a safe condition for use and have been inspected as regularly as appropriate.

iwadebarn.org.uk

iwadebarn@outlook.com

Charity number:1163386

Iwade @ the barn

Booking is not confirmed until the trust has agreed it as acceptable use, payment is made and Hire agreement is signed (either electronically or printed) and returned.

Your details will be held for use of the booking only and records will be kept by Iwade @ the barn for future events or promotions, with no third-party usage. Please follow this link to our privacy policy:

iwadebarn.org.uk/privacypolicy.pdf

Please mark box if you agree.

All bookings are made at the discretion of the trustees or authorised officer.

Signed		
Dated		

Iwade @ the barn

On arrival

Ensure:

- External shutters to main doors on All Saints Close are unlocked and open, and;
- The internal doors are unlocked

During booking

- No smoking in the premises or on the grounds, including car park.
- No naked flames except birthday candles, by prior agreement.
- Ensure that electrical equipment brought into the barn has been maintained in a safe condition for use and inspected as regularly as appropriate to ensure we meet our insurance conditions
- All fabric items brought into the barn to be fire-retardant
- Shared usage sign adjusted as required when available

On departure

- Washing up done and all crockery and utensils put away, hall swept and cleaned
- Rubbish to be taken away
- All doors and windows locked
- Barn left as you found it

Full fire evacuation procedures in folder in the barn.

Please be aware that CCTV is operating in the barn.

Due to the nature of the heritage building please be careful of objects that may be protruding from the beams.

Contact Details:

Alarm Problems please call Invicta Security on 01795 558001 or 07746 893 993

Iwade @ the barn

Trustee Mobile Numbers in case of difficulty: Ben Marsh-Allen on 07767 651847 or James Hunt on 07788 101228

Hire agreement

Definitions:

In these conditions of hire

“The hirer” means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

“The premises” means the building or part of the building booked and referred to in the contract.

“The period of hire” means the date and time for hire referred to in the booking form, contract and other correspondence.

“The authorised officer” means the trustees or any other person nominated by them.

General conditions:

1. The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose or purposes specified in the contract. The hirer will be responsible for the conduct and behaviour of all people attending their event.
2. The hirer shall take good care of, and shall not cause any damage or permit any damage to be done to the premises, or any part of the premises or the fixtures, fittings and equipment on the premises or to any part of the building of which the premises form part or any other building or structure within the curtilage of the building, and any

Iwade @ the barn

damage caused or permitted by the hirer, his/her servants, agents, contractors or any other person resorting to the premises by reason of his/her hire of them, shall be made good by Iwade @ the barn at the cost to the hirer. The hirer shall inform the trust of any such damage as soon as practical and the hirer shall confirm it in writing within 24 hours of its discovery. The cost of such damage shall be certified by a trustee or the Authorised Officer, whose decision shall be final.

3. 3.1 The hirer shall be liable for and shall indemnify Iwade @ the barn against all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against Iwade @ the barn in respect of any damage, theft or loss of property, goods, articles or things placed, deposited, brought into or left upon the premises or other part of the building of which the premises forms a part either by the hirer for his use or by any other person using the premises by reason of his/her hire unless due to the negligence of Iwade@ the barn, their servants or agents.

3.2 Iwade @ the barn shall not be liable for any loss due to any industrial action, breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of Iwade @ the barn, their servants or agents.

4. The Authorised Officer or other employees of Iwade @ the barn can refuse the right of entry at any time during the hire period

5. The hirer, employees, agents and contractors shall, during the period of hire and during such other times as they, or any of them shall be in the premises for the purpose of the hiring comply with all requirements of the Authorised Officer.

Iwade @ the barn

6. 6.1 The hirer shall, during the period of hire be responsible for:
 - a) the efficient supervision of the premises, including the orderly and safe admission and departure of persons to and from the premises and assisting the Authorised Officer in the orderly and safe clearance of the premises in case of emergency.
 - b) Keeping the premises safe and ensuring good order and decency is maintained.
 - c) Keeping the conditions imposed from time to time by the Fire Officer and ensuring that all doors giving exit from the premises shall be kept unlocked and unobstructed, and immediately available for exit during the whole time the premises are in use and no obstruction shall be place or allowed to remain in any corridor giving access to the premises.

- 6.2 If you fail, in the opinion of the Authorised Officer, to comply with clause 6.1 he/she shall be permitted to suspend or terminate the function for which the immediate clearance of the premises may be required. Iwade @ the barn will not be liable for any damages arising from the termination or suspension unless arising directly from Iwade @ the barn's negligence.

7. No animal, other than an assistance dog, may be brought on to the premises or into the building without the prior consent of the Authorised Officer.

8. The hirer and his servants, agents, contractors and others allowed on the premises by reason of its hire shall leave the premises by the expiry of the hire period. If they have not, the hirer will be required to pay Iwade @ the barn a surcharge amounting to £5 per hour for the premises until the premises has been cleared.

9. No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.

Iwade @ the barn

10. No nails, or fixing or any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
11. The use of any equipment provided by Iwade @ the barn is at the risk of the hirer and Iwade@ the barn will accept no liability or responsibility for it unless any damage to it is due solely to the negligence of Iwade @ the barn or its employees.
12. The hirer shall be wholly liable and responsible for any loss or damage to the premises or any part of it or its fixtures or fittings or to any of Iwade @ the barn's equipment used by him/her or by persons permitted on the premises by reason of his/her hire.
13. No furniture or fittings or equipment shall be moved or removed by the hirer, unless prearranged with Iwade @ the barn.
14. No bills, placards, posters or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises.
15. The hirer shall not bring or permit to be brought onto the premises any weapons, explosives, inflammable material, fireworks or other pyrotechnics. No use of any naked flames in any part of the premises, except birthday candles.
16. The hirer shall not bring or permit to be brought onto the premises any electrical appliance or additional lighting effect without the prior written consent of the Authorised Officer, who may as a condition of his/her consent require that before any such electrical appliance and/or additional lighting effect is used it shall be inspected and approved by a competent electrical engineer nominated by Iwade @ the barn. Electrical devices are required to be maintained in a safe condition for use and inspected as regularly as appropriate.

Iwade @ the barn

17. The hirer shall not be entitled to grant sound, television broadcasting or filming rights without the prior written consent of the Authorised Officer.
18. Iwade @ the barn will, at their own expense, provide for the normal heating and normal lighting of the premises (but not further or otherwise), but shall not be responsible for any failure thereof or defect to the heating and/or lighting or loss or damage resulting therefrom unless due solely to their negligence or the negligence of their servants or agents.
19. All furniture, apparatus, appliances, equipment and other supplies brought or sent to the premises by or on behalf of the hirer shall be unloaded, placed in position and removed by the hirer at such time or times as the Authorised Officer may direct.
20. The hirer shall not assign or sub-let any interest in the premises or any part of it and shall not use the premises for any other purpose than that set out in the contract.
21. The hirer shall observe and comply with the terms, conditions, restrictions and requirements of any Act of Parliament, Statutory Instrument, Regulations or Licence under which the premises or any part therefore may be used, and shall not do or permit to be done, or permitted in or about the premises any act or thing whereby such Act of Parliament, Statutory Instrument, Regulations or Licence may be liable to be suspended or forfeited or the renewal or transfer thereof refused or endangered and shall indemnify Iwade @ the barn and any person in whose name any Licence may be held on their behalf against any loss of revenue, benefits, damages, costs and expenses that may be incurred by then or him/her owing to the breach, non-observance or non-performance of any such terms and conditions and restrictions and requirements aforesaid.

Iwade @ the barn

Cancellation:

Bookings cancelled 14 days or less, prior to the event will be subject to a charge of 25% of the total room hire cost.

Bookings cancelled 5 days or less, prior to the event will be subject to the total room hire cost.

Iwade @ the barn may cancel the hiring at any time without stating and if so Iwade @ the barn shall refund to the hirer all monies paid by him/her to Iwade @ the barn, any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that Iwade @ the barn shall not be liable to pay any compensation to the hirer in respect of such cancellation.

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the expressed permission of Iwade @ the barn. Consent must be obtained prior to hire and the correct occasional licence or permission for the sale of alcohol be in place.

Due to the barn being a Grade II listed building and made of wood, unfortunately there have to be strict rules regarding any hiring.

Signed:		
Dated:		

Iwade @ the barn

iwadebarn.org.uk

iwadebarn@outlook.com

Charity number:1163386