

# READING ROOM – TERMS & CONDITIONS OF HIRE 2020-21

## Booking

1. To Book the Reading Room please contact the clerk at the details below. See attached booking form to be completed at each booking, for regular users one booking form per year is required.
2. Payment to be made by bacs cash or cheque pay details can be found on booking form. Payment should be made within 30 days of the date of hire or within 30 days of the first date of hire in a batch booking, unless alternative payment arrangements have been agreed with the Clerk.
3. If you need to cancel a booking please notify the Clerk 24 hours prior to hire otherwise the booking fee will still be charged.

## Conditions of Hire

4. **To comply with the use of the Reading Room in line with the “special conditions during Covid-19”**
5. To ensure compliance with fire safety requirements please note that there should be no more than 60 people in the Reading Room at any one time. The Reading Room is equipped with 25 seats.
6. In the event of fire dial 999 and evacuate the building assemble in Mill Street outside The Three Horse Shoes public house. There is no longer a public phone in the village.
7. Do not cover the electric wall heaters. Please ensure that they are turned off at the wall switch after use. Remove the kettle and water heater plugs from the sockets after use.
8. The Reading Room is subject to the 'smoke free' premises legislation which took effect on 1<sup>st</sup> July 2007. Please comply with the 'No Smoking' signs and note that no naked flames are allowed in the Reading Room.
9. Inform the Clerk if you notice any faulty or damaged equipment in the Reading Room  
Email: [theclerk@burtonbradstockparishcouncil.org](mailto:theclerk@burtonbradstockparishcouncil.org)
10. Leave the kitchen in a clean and tidy condition and return cutlery and crockery to the cupboards. Ensure that at the end of each session windows are shut, the door is properly locked and the keys are returned for the next user.

## Further information

11. Telephone contact numbers for the Clerk and Chairman are displayed in the Reading Room and in the notice board on the to the left of the main entrance door.
12. There is no wheelchair access to the Reading Room toilet facilities.
13. Please be aware that the upstairs is also a shared office please be considerate during office hours.
14. For SATNAV and location finding purposes the postcode for the Reading Room is **DT6 4QA**.  
OS grid ref. is **SY 48730 89488**.  
The location is shown on the website [www.burtonbradstockparishcouncil.org](http://www.burtonbradstockparishcouncil.org)

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*The Clerk to the Council*

The Reading Room, High Street, Burton Bradstock, Bridport, DT6 4QA  
Mob: 07814 016971 Email: [theclerk@burtonbradstockparishcouncil.org](mailto:theclerk@burtonbradstockparishcouncil.org)

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15. In an emergency a key is held at the Three Horse Shoes Pub and the Post Office (check opening hours)

## BURTON BRADSTOCK READING ROOM - BOOKING FORM DETAILS OF APPLICANT

Name: .....

Address .....

Contact Telephone Number: .....

Email Address.....

### DETAILS OF HIRE

Date(s): .....

Time (to include setting up and clearing away): From: .....To.....

Type of Function: (e.g. children's party/meeting) .....meeting.....

Numbers: Please give estimate of numbers taking part .....

### UNDERTAKING

I agree to abide by the Terms and Conditions of Hire of Burton Bradstock Reading Room.

I agree **NOT to use cellotape or drawing pins** on the walls, floors and fixtures. (Blue Tack and ribbon/string are acceptable alternatives)

I also agree to ensure that should any persons under the age of 18 years be present, they will be supervised in the ratio of at least one adult to every 15 persons under the age of 18 years.

Signature .....

Date .....

Hire Charges	Morning session 8-1	Afternoon session 1-5	Evening 5-9
	<b>£7.00</b>	<b>£7.00</b>	<b>£7.00</b>

Bacs payments are preferred to Lloyds Bank:

A/c: 39597868

Sort Code: 77 29 18

Make cheques payable to: Burton Bradstock Parish Council

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*The Clerk to the Council*

The Reading Room, High Street, Burton Bradstock, Bridport, DT6 4QA  
Mob: 07814 016971 Email: [theclerk@burtonbradstockparishcouncil.org](mailto:theclerk@burtonbradstockparishcouncil.org)

## **READING ROOM – TERMS & CONDITIONS OF HIRE 2020-21**

**Please add 50p to the session fee if paying by cheque**

**Payment must be made prior to booking unless alternative arrangements have been made**

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*The Clerk to the Council*

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