BOOKING INFORMATION

RATES

Local includes Local Organisations [Charities, community groups and similar], Members and Shareholders.

Meeting Room [~25m2 roughly square]

Airy meeting space on our upper floor with projector and flexible layout, accessible by lift and stairs.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time slots | Prices | |
| Corporate rate | Local Rate |
| Normal Working Hours | Monday to Sunday 9am-5pm | £25 per hour | £15 per hour |
| Evenings | Monday to Sunday 5pm-10pm | £40 per hour | £30 per hour |

All Block Bookings of 4 or more sessions will attract the £15 per hour daytime rate.   
Evening [or evening parts of] bookings in such cases are £30 per hour.

Tea/ Instant Coffee Facilities available at £1/ head.

Outdoor Space [Marquee] [~97m2 [6.5mx15m]

Rates quoted are for hires only using marquee space, leaving remainder of site open to other users.  
Higher rates will apply for uses such as weddings where site would not be open to the public and a higher degree of setting up would be required. The marquee has a stage and outdoor lighting.

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| --- | --- | --- | --- |
|  | Time slots | Prices | |
| Corporate/ Party rate | Local Rate |
| Normal Working Hours | Monday to Sunday 9am-5pm | £35 per hour | £25 per hour |
| Evenings | Monday to Sunday 5pm-10pm | £50 per hour | £40 per hour |

All Block Bookings of 4 or more sessions will attract the £25 per hour daytime rate.

Evening [or evening parts of] bookings or in such cases are £40 per hour.

Bothy and Play Area [Bothy is ~25m2 – shaped as a narrow rectangle]

Unique straw bale walled stand-alone unit with associated outdoor play area/ break out space.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time slots | Prices | |
| Corporate/ Party rate | Local Rate |
| Normal Working Hours | Monday to Sunday 9am-5pm | £35 per hour | £25 per hour |
| Evenings | Monday to Sunday 5pm-10pm | £50 per hour | £40 per hour |

Further Discounts may be applied for local charities/ voluntary organisations working with children & young people.

Upper Garden

Lovely peaceful outdoor space with firepit and nature pond. Adults only. Daytime rentals only.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time slots | Prices | |
| Corporate/ Party rate | Local Rate |
| Normal Working Hours | Monday to Sunday 9am-5pm | £30 per hour | £20 per hour |

All hires include use of our Wi-Fi Network.

TERMS AND CONDITIONS OF BOOKING

MAKING YOUR BOOKING

We will check availability and make provisional bookings on first contact – but ***please confirm*** by completing and sending the form in this document to [admin@bridgendfarmhouse.org.uk](mailto:admin@bridgendfarmhouse.org.uk) so we have all the relevant details available to us.

Any changes and cancellations should be made at least 5 working days before your hire. Failure to do so may result in charges for unused time/ resources.

RESPONSIBILITIES

The hirer will be liable for any for damage or unusual cleaning created by their hire – please therefore notify us of any damage found or similar issues at the start of your hire.

Any keys made available to the hirer to secure the room during their hire MUST be returned at the end of the hire.

Hirers running activities MUST have their own public liability insurance [we can help you with this if required] and risk assessments for their activities.

Please note any groups/ hires are responsible for their own register.

DO NOTS

The Bridgend Farmhouse Site is a ‘DRY’ venue. We would ask that users do not use drugs or alcohol whilst onsite; or be under the influence during their hire. We reserve the right to refuse admission to the site in cases of evidence of drug/ alcohol use. Where hire is an evening event or adult birthday party discreet, responsible alcohol consumption is usually permitted- for those of age and within the hired space only.

For clarity, the Bridgend Farmhouse Site is also a non-smoking venue, indoors and outdoors.

Attendee numbers MUST not exceed room capacity.

Please be aware of and do not block the fire exits.

OTHER NOTES

We have limited parking facilities [priority to those with mobility issues/ disabilities] and bicycle racks onsite. We are well served by public transport links. Overflow Parking to Cameron Toll Centre 5 minutes away.

We acknowledge there are areas for improvement in our accessibility for differently abled persons. Please alert us to any particular concerns or assistance needs.

Invoices are issued after hire/ hire block or monthly with 30-day terms.   
We do not currently require a deposit for hires other than larger events eg weddings.

Emergency Contact Number for Hires on Day ie if no-one is in the building on arrival: 07706674108

If you would like to view the space before making your booking please let us know.

BOOKING FORM

We will check availability and make provisional bookings on first contact – but ***please confirm*** by completing and sending this form so we have all the relevant details available to us.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact details** | | | |
| Name |  | Phone |  |
| Email |  |
| Address and  postcode |  | | |
| Invoice address  (if different from above) |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your event** | | | | | | | | | |
| Day and date of hire |  | No. of people | |  | Start time (Including set up) | |  | Finish time (Including clean up) |  |
| Space required | Meeting Room   Café Space  | | Workshop (Arts and Crafts)   Workshop (Bike Workshop)   Workshop (DIY Workshop)  | | | | | | |
| Outdoor Space (Marquee)  | | Bothy as meeting space   Bothy and Play Area  | | | | | | |
| Layout required | Circle of chairs  | | Boardroom Style  | | | Theatre Style  | | | |
| Other  - Give Details | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Equipment** | | |
| **Flipchart ** | **Laptop ** | **Data projector ** |
| **PA System ** | **Screen ** | **Disco lighting ** |

I have read and agree to the terms and conditions of booking.

Printed name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date