

Welcome to Berwick
Community Trust



Room Hire
Information
Booklet

Berwick Community Trust Room Hire

We have 2 rooms available to hire:

Conference Room

Seats:	Up to 60 people
Cost:	Charities with Local HQ - £17.50 per hour*
	Other Charities - £20.00 per hour*
	Commercial & Statutory Organisations - £22.50 per hour

Block bookings and long-term rentals may be subject to discount depending on availability.

Availability:	24 hours per day 7 days per week
Room Layout:	Please advise at time of booking if you require the room set up in a specific way.
Equipment:	Flipchart and Pens, Integrated Overhead Projector and Sound system, DVD/CD/ VHS player, Hearing Induction Loop, Display boards and Interactive White Board
Internet:	WI-FI Available at no extra cost
Access:	Ground Floor location with full disabled access and disabled toilet access.
Refreshments:	Tea, Coffee and Biscuits available on request - £1.00 per person, or you can provide your own at no extra cost. Room hire gives you free access to a fully equipped kitchen facility
Catering:	A fully equipped kitchen is available for hirers to use but will need to be confirmed at the time of booking. Alternatively, information about local offsite catering providers are available on request



Meeting Room

Seats:	Up to 30 people
Cost:	Charities with Local HQ - £8.00 per hour*
	Other Charities -£10.00 per hour*
	Commercial & Statutory- £12.50 per hour*

Block bookings and long-term rentals may be subject to discount depending on availability.

Availability:	24 hours per day 7 days per week
Room Layout:	Please advise at time of booking if you require the room set up in a particular way.
Equipment:	Flipchart and Pens, Portable Projector, Whiteboard
Internet:	WI-FI Available at no extra cost
Access:	Ground Floor location with full disabled access and disabled toilet access.
Refreshments:	Tea, Coffee and Biscuits available on request - £1.00 per person, or you can provide your own at no extra cost and have full access to kitchen facilities.
Catering:	A fully equipped kitchen is available for hirers to use but will need to be confirmed at the time of booking. Alternatively, information about local offsite catering providers are available on request



Our room rental charges are NOT subject to VAT as we are a registered charity. By hiring our meeting space, we appreciate your contribution to the work that we do as a charity to make Berwick a better place to live and work in.

Hiring Terms and Conditions for use of accommodation

- 1) Berwick Community Trust (BCT) is responsible for ensuring that bookings for the premises are recorded in their records and that full details of the booking are received at the time of the booking.
- 2) The hirer must sign the log book to accept these terms and conditions.
- 3) All persons hiring accommodation in the building must, at the time the premises are booked, state clearly the purposes to which the premises are to be used during the hire and the premises may only be used for that purpose.
- 4) A strict no smoking policy exists throughout the building and it is the responsibility of the hirer to ensure that this is adhered to.
- 5) The hirer must comply with all Fire and Health & Safety Regulations whilst using the premises.
- 6) The hirer shall be responsible for the safety of all persons attending any event in conjunction with the hire and shall indemnify BCT from and against all claims and demands for the loss, damage or injury suffered by any person arising from the negligence of the hirer.
- 7) The hirer shall be responsible for the behaviour of all persons attending the event and shall ensure that the behaviour does not disrupt other users of the building. Failure to do so shall result in all the attendees (and/or hirer) being asked to leave the building. This may result in future bookings being cancelled.
- 8) BCT cannot accept responsibility or liability in respect of damage to or loss of property not belonging to BCT. All personal belongings and equipment are left at owners' risk.
- 9) The hirer is asked to leave all chairs and tables in the room as they were found.
- 10) The hirer must report any accidents, faults or damage to BCT as soon as possible.
- 11) There will be no charge for the use of crockery or cutlery.
- 12) The hirer will be responsible to pay for breakages to any equipment and facilities or missing items from rooms and facilities.
- 13) If it is intended to sell intoxicating liquor on the premises it is essential that this is advised at the time of the booking and it is the responsibility of the hirer to obtain the appropriate licence. ***Under no circumstances will under-age drinking be permitted in the premises.***
- 14) Hirers must ensure that all lights are turned off before leaving the premises and, if the booking is out with normal office hours, that all windows and doors are securely shut and locked.
- 15) It is the responsibility of the hirer to ensure that they book the accommodation for sufficient time to fulfil their booking and vacate at the end of the booking as there may be subsequent use of the premises by another hirer.
- 16) The hirer will be invoiced for the period of their booking by BCT and any additional usage out with the hours of the booking will be charged at the same hourly rate as the original booking.
- 17) Once a booking is made there will be a cancellation charge of 50% of the booking fee if the booking is cancelled less than three working days from the start of the booking. If the cancellation is less than 24hrs before the start of the booking the full charge will apply.
- 18) BCT can be contacted on 01289 303366 within office hours 9:00am – 5:00pm.

Extra Services

We can also offer the following additional services:

- **Photocopying: A4**

Type	Sides	Price per copy	Sides	Price per copy
B&W A4	1	£0.05	2	£0.10
Colour A4	1	£0.15p	2	£0.25p
B&W A3	1	£0.15p	2	£0.30p

- **Laminating:**

Laminator Access – Free

Laminating Pouch - £0.40p each

- **Postage:** Outgoing mail service (stamps) Postage rates

Please note the above services are only available during office hours only which are 9.00am – 5.00pm

Virtual Office

A virtual office at Berwick Community Trust will allow you to portray a professional image for your business without the expense.

What does it include?

All users have the use of a mailing address. Incoming post is sorted daily and placed in your secure designated mailbox ready for you to collect at your convenience. Or if you prefer, we can forward your mail to you for an additional fee*.

Virtual office users receive a discount on all meeting room hire rates, access to photocopiers, free Wi-Fi and refreshments.

How much does it cost?

Mail only service £30 per month. *Mail forwarding service, these costs are based on individual usage, please contact us for a quote.

There is a one off registration fee of £20.00 This is payable alongside your first month's virtual office fee in advance. Thereafter all future charges are payable by direct debit. All other charges such as meeting room hire, photocopying etc. would be invoiced one month in arrears.

For further details about Virtual Office with Berwick Community Trust, please contact 01829303366 or info@berwicktrust.org.uk