

**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 - £1.50 per person or £3.00 for an all-day booking.
- 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 - £1.50 per person or £3.00 for an all-day booking.
- 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 behavior of all persons attending the event and shall ensure that the behavior 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**