

# Barthol Chapel Community Hub

## Booking & Terms of Use Policy

**Effective Date:** 01 June 2026

**Reviewed:** 05 May 2026

**Applies to:** All users and hirers of Barthol Chapel Community Hub

**Managed by:** BCCH

Trustees

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### 1. Purpose

The purpose of this Booking & Terms of Use Policy is to ensure fair, transparent, and consistent use of The Hub . The Hub is run by volunteers and income from hire fees and donations helps to cover maintenance, utilities, and improvements.

### 2. Making a Booking

1. Bookings must be made in advance through email [info@bartholchapelhub.org](mailto:info@bartholchapelhub.org)
2. The Hirer must be at least 18 years old.
3. Bookings are confirmed only once approval has been given by the Trustees.
4. Regular or repeat bookings are welcomed but must be reviewed periodically to ensure fair access for all users.

### 3. Hire Rates and Donations

1. The standard hire rate for individuals looking to book the hall (for example for a workshop, class, sporting activity or birthday party) is **£18 per hour or £15 per hour for BCCH Members**, which contributes to The Hub's running costs.
2. For weddings or commercial events please contact Trustees directly via [info@bartholchapelhub.org](mailto:info@bartholchapelhub.org) to discuss pricing.
3. As a community-run and volunteer-supported space, The Hub also welcomes donations from individuals or groups who wish to contribute beyond the standard rate, or in cases where full payment may not be possible.
4. The Trustees reserve the right to offer reduced rates or accept donations in lieu of full payment for community or charitable activities.
5. All payments and donations help maintain the building, utilities, cleaning supplies, and community programs.

### 4. Payment Terms

1. Payment (or donation) is due 7 days before the date of hire, unless otherwise agreed.
2. A deposit may be requested for large or high-value bookings.
3. Payments can be made by cash or bank transfer.

## 5. Cancellations

1. Cancellations made at least 7 days before the booking date will receive a full refund.
2. Cancellations made with less notice may incur a charge or result in forfeiture of the deposit, at the Trustee's discretion.
3. The Trustees reserve the right to cancel a booking due to unforeseen circumstances (e.g., maintenance issues, emergencies.) In such cases, all payments will be refunded in full.

## 6. Access and Responsibilities

1. Hirers may use The Hub only for the agreed times and purposes stated in the booking form.
2. Hirers are responsible for opening and securing The Hub unless prior arrangements are made. The Hub must be securely locked, and all lights and appliances turned off after use.
3. Access codes (if provided) must not be copied or shared.
4. All users must leave The Hub clean, tidy, and in the same condition as found. If additional cleaning is required after your event, a cleaning fee of £40 may be deducted from your deposit or invoiced separately.
5. All rubbish must be removed from the premises.
6. Furniture and equipment must be returned to their original positions.
7. Any damage, breakages, or issues must be reported immediately to the Trustees and may be liable for a charge.
8. The Hirer is responsible for the behaviour and safety of all attendees during the booking.
9. The Hirer is responsible for the parking of guests and to ensure public roads are not blocked.
10. Noise levels must be kept to a minimum after 19.00 and hirers must ensure there is no disturbance to nearby residents.
11. The Hirer must ensure no abusive, violent, or discriminatory behaviour occurs on the premises.
12. Smoking and vaping are strictly prohibited inside and in the grounds of the building.

## 8. Health, Safety, and Insurance

1. The Hirer is responsible for the safety of all guests, contractors and performers during events.
2. Hirers must comply with all relevant health and safety requirements, including fire safety and emergency procedures
- 3. The maximum occupancy limit of 30 must not be exceeded.**
4. Electrical equipment brought onto the premises must be safe, in good condition, and PAT tested, where applicable.
5. The Hub is covered by public liability insurance for general use, but the Hirer is responsible for their own event insurance if required.

Any accident, injury, or damage must be reported immediately to the Trustees on [info@bartholchapelhub.org](mailto:info@bartholchapelhub.org)

## **9. Volunteers and Community Spirit**

1. The Hub is maintained and managed entirely by volunteers. Please treat the premises, equipment, and people with care and respect.
2. Any assistance from volunteers (e.g., setup, cleaning, or technical help) is provided at their discretion and availability.

## **10. Breach of Terms**

Failure to comply with these Terms may result in:

- Retention of deposit or additional charges
- Refusal of future bookings
- Legal action for damages or recovery of cos

## **11. Contact**

For bookings, enquiries, or feedback, please contact:

**Email:** [info@bartholchapelhub.org](mailto:info@bartholchapelhub.org)

For emergencies please **Call:**

This policy may be updated periodically by the Trustees to reflect operational needs, community feedback, or financial requirements.