

Goldington Reading and Recreation Rooms

Terms and Conditions of Hire

These Terms and Conditions of Hire apply to hiring the Goldington Reading and Recreation Rooms and use of its Premises.

Premises

Goldington Reading and Recreation Rooms consists of a small Entrance (meet & greet) area, Main Hall, Meeting Room, Tea and Coffee Room, and two Toilets (one accessible).

The venue has a parking area which also constitutes part of the Premises.

These Terms and Conditions of Hire apply to the Premises in its entirety.

The Premises can only be hired as a whole; only one Hirer can use the Premises at any time.

Capacity

The maximum number of people using the Premises is 40; the total number of people allowed to attend a specific event may be less than this, depending on the activity taking place.

The venue has a small private parking area to the front which can accommodate up to four average size cars.

Parties to the Agreement

Goldington Reading and Recreation Rooms, Registered Charity No. 1143380, 1 Barkers Lane, Bedford MK41 9SH, represented by the Committee of Trustees (the Trustees);

and

The Hirer, person including the person acting as a representative in the case of an Organisation, whose details are provided in the Booking Form ('Contact Person').

The Hirer must be over 18 years of age.

It is the Hirer's responsibility to familiarize themselves with the Terms and Conditions of Hire and to understand them; if in doubt, the Trustees should be consulted.

By requesting a booking to hire Goldington Reading and Recreation Rooms, the Hirer agrees to comply with the Terms and Conditions of Use.

The latest issue of the Terms and Conditions of Hire can always be found on our website www.goldingtonreadingrooms.com

Period of Hire, Arrival and Departure

The minimum Hire Period is 1 Hour.

The maximum Hire Period is set by the opening times which define the available booking slots on the online booking platform.

There is no time allowance for setting up before the start of the booking and clearing up after it finishes.

The Premises are only available to the Hirer for the time stated in the Booking Form.

The Hirer and their entire group must vacate the Premises no later than by the end time of their booking.

Booking, Hire Fee and Payments

All booking requests must be submitted via the online booking platform <https://goldington.lemonbooking.com/>

The fee to hire the venue is £12 per hour.

Upon receipt of the booking request, an invoice will be emailed to the Hirer.

The hire fee is payable in full, in advance, by BACS, unless other arrangements have been made with the Trustees.

The Hirer is required to pay the fee in full within 7 days upon receipt of the invoice. The banking details will be stated in the invoice.

In case of long-term and recurring bookings, an invoice will be issued monthly, with the same payment conditions.

The booking will only be confirmed upon receipt of the payment in full.

If the payment has not been made within 7 days of receipt of the invoice, the Trustees reserve the right to offer the required date and time to another Hirer.

The Trustees reserve the right to refuse a booking.

Cancellations and Refunds

We understand that sometimes the unforeseen might happen and the Hirer cannot use the booked slot for a good reason.

In such a case the Hirer must notify the Trustees via email and provide reasons for not being able to use the booked slot. The email is enquiries@goldingtonreadingrooms.com

If a cancellation is made at least 10 days (incl.) prior to the event, the Trustees will be able to offer the day and time to another Hirer. In such case the full refund of the hire fee can be offered.

If a cancellation is made in less than 10 days prior to the event, it will be harder to offer the slot to another Hirer and 50% of the hire fee can be offered.

No refunds will be offered for slots that have been booked and not used with no prior cancellation.

The Trustees reserve the right to decline any requests for refunds, based on the reason of cancellation provided.

The Hirer's Responsibilities

Presence of the Hirer

The Hirer must be present at the Premises for the entire duration of the Hire Period. In case the Hirer is indisposed to do so, a Deputy must be identified to carry out the responsibilities of the Hirer and the Trustees must be notified via email prior to the event.

Supervision of the Premises

The Hirer is responsible for supervision of the Premises, including the fabric and contents, and their safety from any damage; the cost of repairing any damage to the fixtures and fittings sustained during a hire period will be charged to the Hirer, including accidental damage and for loss of contents.

The Hirer must ensure the Premises is not left unattended or unsecured at any time during the Hire Period.

The Hirer must ensure the premises are left in a clean and tidy condition, all waste and food removed, crockery washed, dried and returned to the cupboards and tables and chairs returned to the designated areas after use.

Supervision of Persons

The Hirer must provide guidance to all the persons using the Premises for the purpose of maintaining good behaviour whilst using the Premises, including supervision of car parking arrangements to minimise obstruction of the highway, considerations for the neighbours and respect for the other groups who may be using the premises prior and/or following their session.

Safeguarding of Children, Young Persons and Vulnerable Adults

Any activities involving children, young persons and vulnerable adults must comply with the provisions of the relevant legislation, particularly (but not exclusively) Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

The Hirer must ensure that any activities involving children, young adults and vulnerable adults are provided by authorised, fit and proper persons and appropriate procedures are in place.

The Hirer is responsible for adhering to the provisions of relevant legislation and may be asked to provide evidence of their relevant policies and checks (such as Safeguarding Policy, DBS etc.)

Accidents

The Hirer will record any accidents which may occur during their Hire Period, in the Accident Form which can be found in the stationery box. Filled in form will be placed in the Post Box.

Use of Premises

The Premises must only be used for the purpose as stated in the booking form.

The Premises must not be used for any unlawful and/or unsuitable purpose which may endanger the Premises and persons present, and/or render invalid any insurance policies covering the Premises.

Noise

The use of the Premises must avoid any inconvenience to adjoining residential properties.

Noise must be kept to a minimum, both inside and outside the premises, on arrival and departure.

The venue is not available for discos, parties, or other forms of entertainment producing loud (amplified) music.

Fire Safety

The Hirer must make sure they are conversant with the procedures for the emergency evacuation of the premises and know where the fire safety equipment is situated.

The marked fire escape routes must be kept clear of obstruction.

The use of candles and any form of open fire is prohibited.

Security

On leaving the Premises, the Hirer must ensure all the lights and heaters are turned off, the main gas valve is off, water taps turned off and all the windows and the external doors are shut and locked.

Sustainability

The Hirer is expected to be considerate about how energy, heating and water are used, aim to reduce waste and bear in mind how the overall impact of activities taking place, will have on the natural environment.

Alcohol and Smoking

Alcohol and/or any illegal substances may not be purchased, distributed and/or consumed on the Premises. Smoking and the use of vaporisers is not permitted on the Premises.

Animals

No animals, other than guide dogs, are allowed on the Premises.

Marketing, Decorations, Alterations

Posters, placards, decorations or any other articles may not be attached to any part of the Premises either inside or outside the building. Adhesive tape, Blue Tack, glue etc., must not be used on the walls or floors.

For promotion of group activities, the Hirer may use the provided leaflet display in the Main Hall.

Storage of Equipment

No equipment or props are allowed to be left on the Premises outside of the Hire Period.

Right of Entry

The Trustees, or persons authorised by them, shall always have the right to free and unimpeded entry to the Premises.

If you have any concerns or if anything is not clear, please contact: enquiries@goldingtonreadingrooms.com

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