

Bedwas Workmen's Hall Arts Centre Hire

Old Newport Road, Bedwas, Caerphilly, CF83 8BJ
E-mail: bedwasworkmenshall@gmail.com
Registered Charity No: 1006294
Company limited by Guarantee: 10098716



Application for hire of premises

Name of Hirer:
Purpose of Hire:
Address:
Post Code:
Email:
Telephone:

Room required (Please see page 3 for details of each room)

- Navigation Studio (Green)
- Penallta Room (Yellow)
- Tower Studio (Blue)
- Machen Room (Purple)
- Bryngwyn Room (Pink)

Dates required
Times required (from/until)

Payment Options

A £10 deposit is required for every booking upon submission of the booking form and full payment on or before the day of the event. If the event is cancelled within 4 weeks prior to date of hire the deposit is non-refundable.

Cheques to be made payable to Bedwas Workman's Hall.

Bank Transfers to: Bedwas Workman's Hall / Number - 40158887 / Sort Code - 20-10-26

I have read the conditions of hire overleaf and agree to them

Signed:

Print Name:

Dated:

Please complete, return ASAP and retain a copy of the conditions for your own reference.

Conditions of hiring

Bedwas Workmen's Hall (BWH) is owned by Bedwas, Trethomas & Machen (BTM) Community Council and managed by the BWH Management Committee Volunteers. The hirer (person or agent of organisation named on the hire form) shall be responsible for compliance with the conditions set out below. The hirer is also responsible for informing their personnel of the said conditions.

1. The hirer may not sub-let the venue under any circumstances.
2. The hirer or their representatives must adhere strictly to the times set out on the hire form and vacate the premises by the time stated; otherwise the hirer may be billed accordingly at the hourly rate (minimum 1 hour).
3. The premises must be left clean and tidy after use. An additional cleaning fee may be charged if the premises are not left in an acceptable condition and this will be deducted from your bond (if applicable).
4. Smoking/Vaping is not permitted on the premises, outside the main entrance, or on the fire escapes. The smoking area is the pavement beyond our car park.
5. No intoxicating liquors shall be brought onto the premises, unless by special arrangement with the BWH Management Committee.
6. No selling of food or drink will be allowed on the premises, unless by special arrangement with the BWH Management Committee.
7. Children (under 16) must be supervised by a responsible adult at all times whilst in the building.
8. The conditions of hiring may include other restrictions, conditions and other matters required by the appropriate authorities, including licensing of plays and music, food hygiene (if applicable) and fire regulations etc.
9. If applicable, the hirer must provide all necessary insurance cover, including Public Liability, as no insurance liability will be met by the Bedwas Workmen's Hall or the BTM Community Council.
10. The hirer will be responsible for any loss damages or breakages of BWH property during the hire period.
11. BWH will not be liable for any loss due to closure or cancellation due to circumstances beyond their control.
12. Rooms must be left as they are found, all rubbish must be taken away or disposed of in the bins provided.
13. Hirers must only use the room that has been previously booked, if additional rooms are used without prior agreement with the BWH Management Committee, then additional costs will be incurred.
14. Please can all lights be switched off in the rooms you have used and doors to the rooms be closed before leaving the building and the front door is securely closed behind you.
15. Please do not park vehicles in front of the fire exits or side gates as this could cause a potential blockage if a fire occurs.
16. As the Car Park is accessible by the public, BWH cannot be held responsible for any damage, theft or loss to your vehicle. Please ensure you are parked within the spaces provided to reduce chance of damage to your vehicle or others.

BWH Arts Centre Room and Price Information

Room Name	Features	Cost
Tower Studio	97.9 Square Metres Sprung Floor	£10 per hour
Penallta Room	48.3 Square Metres Tables, Chairs and Worktops	£6 per hour
Navigation Studio	103.3 Square Metres Sprung Floor Ballet Bars & Mirrors Access to additional toilets	£10 per hour
Machen Room	70.9 Square Metres Chairs and Tables Worktops and Sinks Small integral kitchen facilities	£8 per hour
Bryngwyn Room	32.4 Square Metres	£8 per hour
<p>Available to all users:</p> <ul style="list-style-type: none"> Disabled access Kitchen Facilities Fully inclusive toilets Waiting Area Seating and Tables Car Park Free WiFi 		

For additional information or images of the above rooms, please visit our Website at www.bedwasworkmenshall.co.uk

