Community Benefit Society (8486)

A RAILWAY OWNED BY THE COMMUNITY FOR THE COMMUNITY

Station Building Hire Costs
And
Terms and Conditions

Station Building Hire Costs

Community/Non-business: £8.00 per hour.
Business/Commercial: £10.00 per hour.
Refreshments costs: £2 per person for tea/coffee and a biscuit, including milk and sugar

Contact: avcrbookings@gmail.com

Kids Party Costs Self Catering only - max of 30 people – please contact for costs

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Terms and Conditions of Hire

1 Applications and Payment for Station Building

1.1 Applications for hire of the Station Building must be made using the appropriate form with all the necessary information supplied. The Station will only be available outwith AVCR operating hours and seasonal events as detailed on the website. The period of hire should include any times when access is required to set up and take down equipment or arrange furniture etc. The Hirer will be responsible for setting up and taking down their equipment. Hirers to ensure that setup and tidy-up time is included in the arrival and departure times on the enquiry form, ensuring that the Station is vacated by the end of the hire period. Use of the Station Building is subject to confirmation of the hire from the AVCR Booking Co-Ordinator. These conditions plus any additional terms that the AVCR Board may impose to take account of the special nature of certain hires must be adhered to.

1.2 No alcohol is allowed within the Station and its confines at any time.

1.3 AVCR reserves the right for a member of the Board to attend during a hire to check confirmation of the booking and compliance with the conditions of let. Hirers must ensure that the named individual on the application form, or a nominee notified in advance to the AVCR Booking Co-ordinator, is present throughout the hire period.

1.4 Failure to make payment within 14 days of the invoice may result in cancellation of the booking and will normally result in future applications being declined. Bookings made within 14 days of the required date require immediate payment.

1.5 Block bookings will be invoiced for the whole block as detailed on the enquiry form. Future block bookings will each require a separate enquiry form.

1.6 Bookings may be cancelled up to 14 days prior to the event without penalty. Bookings cancelled less than 14 days before the event will normally incur a charge of 50% of the hire cost. Bookings that have not been cancelled, even though the event does not take place, will normally result in the full hire cost being levied. Further bookings will not be accepted until all outstanding payments have been received.

1.7 AVCR Board will endeavour to ensure that the Station Building is ready for use but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired before or during a hire. In such an event, and if the Hirer is not responsible in any way for the disruption, any money paid by the Hirer will be refunded.

1.8 AVCR Board reserves the right to refuse any application for use and to cancel a booking at any time but will only do so when it is considered necessary. In the event of cancellation, the AVCR Board will refund any monies previously paid by the Hirer.

2. Statutory Requirements

Anyone hiring the Station Building is responsible for checking any statutory duties pertaining to the event or activity they are organising and must comply with any such statutory duties, for example in relation to food hygiene and child protection. Hirers should be aware that there is no smoking, including e-cigarettes and vaping, within the Station confines at any time.

3. Insurance

AVCR hold public liability insurance which covers AVCR activities including hire of the Station Building. Organisations hiring the Station Building for events or activities may require their own legal liability insurances. Such organisations must be prepared to provide a copy of the insurance certificates if/when requested by the Board /Bookings Co-ordinator.

4. Security of the Building

An appointed AVCR member will be responsible for opening and closing the Station for each hire. Hirers must ensure that all doors and windows within the building are secure at the end of hire before leaving the premises.

5. Supervision and Conduct of Users

The Hirer will be responsible for the conduct of all users during their period of hire. This will include providing appropriate and adequate supervision. Failure to ensure proper supervision or complaints about the conduct of users may result in further applications being refused.

6. Equipment

6.1 There is no charge for Station equipment used as part of a Station hire. Prior approval from the AVCR Board must be sought for the use of any additional equipment brought in by the Hirer for the periods of hire. Please note bouncy castles and inflatable equipment are not allowed.

6.2 If the Hirer requires any additional items these must be brought in and removed during the hire period. Note: there are no storage facilities at the Station.

6.3 AVCR will not be responsible for any damage to the Hirer's Personal Portable Equipment whilst in use at the station.

7. Damage

Any damage to the premises or to fittings, furniture and equipment arising during a period of hire must be notified to the duty AVCR named person immediately. Hirers will normally be held responsible for meeting the cost of repairing damage or replacing any AVCR items that cannot be repaired, including damage caused by the Hirer's faulty personal portable equipment.

8. Cleaning

8.1 The AVCR Board will ensure that the Station Building is in a clean and tidy condition prior to a period of hire. Hirers should ensure that the Station Building is left in a clean and tidy condition after their use. Any additional cleaning, which the AVCR Board has to arrange as a result of the premises not being left clean and tidy, will be charged to the Hirer, plus the cost of any materials or equipment that have to be used. If the cleaning needs to be done by a professional cleaning company, the charges will be passed on to the Hirer.

8.2 Rubbish – There are no commercial rubbish bins available at AVCR. ALL rubbish must be removed from the Station confines at the end of the hire period.

9. Emergencies

9.1 Hirer must ensure they have a working mobile phone with them.

9.2 In the event of an emergency, hirers should notify the emergency services immediately and contact the appointed member of AVCR, as detailed on the hire form, as soon as possible.

10. Health and safety

10.1 At the beginning of each and every session, procedures in case of fire must be communicated to everybody in the Station Building – Briefing Sheet to be provided by AVCR. Information should include locations of fire exits and fire extinguishers, and the need to keep fire exits clear at all times. The fire alarm is not connected to the fire station, so a call to the emergency services must be made directly.

10.2 Visitors must observe the "No Entry" signs for their own safety.

10.3 No open flames are allowed at the Station Building, other than birthday cake candles. Tealights, taper and cylinder candles will set off the fire alarms as well as constitute a fire hazard.

10.4 The number of users must not exceed any limit imposed by the AVCR Board for particular hires and must never exceed the limit set by the Fire Risk Assessment, which is: seated = max 50; seated/standing = max 75 and standing = max 80.

10.5 Emergency exits must be kept clear at all times and access to safety equipment such as fire extinguishers must be maintained.

11. **Payment** should be made by BACS to A/C No 60218800, Sort Code 82-40-00.

12. **Information** A range of information is available on the AVCR website, including the AVCR Health and Safety policy. www.avcr.org.uk. Station Building risk assessments are available on request.

13. Adherence to Conditions

Failure to adhere to these Terms and Conditions of Hire may result in future bookings being refused.

Zero Tolerance Policy

AVCR is a Community Benefit Society with Charitable Status which is run by a volunteer Board onto which any member of the public can be voted. It is not the role of the Board nor Volunteers to receive unpleasant aggressive dialogue neither verbally nor in email and any enquiry or booking submitted or perpetuated in this manner will be refused. The Board will, going forward, operate a zero-tolerance policy in this regard. The AVCR is entirely made up of volunteers who give up considerable amounts of their own time in order to manage the Station and Railway. We take our role as Trustees seriously and all actions are taken with the best interests in mind of not only the Railway Station itself but also the community which we serve. If you feel you have been unfairly treated on a Board matter you can bring this to the attention of the Chair in writing.