

BERINSFIELD COMMUNITY ASSOCIATION (BCA)

Green Furlong,
Berinsfield, Wallingford
Oxon, OX10 7NR
Reg Charity 267914

Dear Colleague

INTRODUCTORY OFFER - CHARITY BOOKING/HIRE of the BCA FUNCTION ROOM

Not sure if you may be aware but in the original constitution of the BCA, submitted to and approved by the Charity Commission in the 1970's and amended in 1980's, it stated within the document that its aims would include

..... To establish or to secure the establishment of a Community Centre..... Bring together in conference representatives of Voluntary Organisations, Government Departments, Statutory Authorities and individuals.....

Although at the outset I believe the above was achieved – sadly over the years, for a variety of reasons including with a change of personnel plus changes in local conditions, this aspiration has sadly never been carried forward to the present day. We are in process of updating our constitution but wish to preserve as much as possible of the original aims.

In the brave new world of a community driven Garden Village, we want to try and re-establish the BCA as a facility to be better enjoyed by all within the village. We recognise that this may take time but as a start I am delighted to say that we are making the following introductory offer to all the Charities that operate on the village.

For a minimum fee (subject to availability) we can make available the Function Room for your use – flexible to best suit your requirements - please see offer/table below.

For an annual Charity Group registration fee of only £50 you can receive

- i. Two free membership cards (permitting full members permission and access to the BCA when open) – at least one of whom needs to be on site for any 'hire' period.
- ii. Three free hires per membership year of the Function Room as in table below (if you wish each period could be used more than once i.e. could be three evenings or a mixture)

Period	Times	1	2	3
Morning	(09.00-13.00)			
Afternoon	(13.00-17.00)			
Evening	(17.00- bar Closing Time)			

The above would include

- i. A room, with seating capacity for up to circa 80 (with standing, capacity for more in some circumstances up to max/m of 150),
- ii. All chairs/tables etc available for you to set out and return, to suit your specific needs.
- iii. All display facilities incl projector, screen and sound for presentations etc
- iv. Full range of Toilets (ladies, gents, disabled etc).
- v. Car park with capacity for up to circa 50 cars with other public parking nearby.

Whilst the offer above does NOT include the hire of the kitchen, bar etc, this can be discussed and hopefully we can meet your requirements and preferential rates provided. Should you wish to take up the use of the Bar etc I would need to draw your attention to the Terms & Conditions as listed on the attached.

We would always be prepared to discuss further if you would like additional hires and offer you preferential rates.

I would stress that the above offer is always subject to availability but hopefully by earliest discussions we can always meet your needs and make mutually acceptable arrangements.

I hope this is of interest and look forward to hearing from you.

Should you wish to take up this offer or want to discuss any aspect further, or visit the premises please email below and either I, or one of my colleagues on the Senior Team, will get back to you asap.

Yours Sincerely

Steve Perkins

BCA Chair

Email: enquiries@bcaberinsfield.online



Terms & Conditions

1. The BCA reserves the right to cancel any hiring not less than 28 days before commencement and will provide a full refund of any payments made.

Alcohol & Beverages not provided by the BCA

1. The hirer must NOT at any time bring any drinks on to any of the BCA premises for consumption without receiving prior permission from Bar Manager
2. Subject to what may be requested there will be an appropriate corkage charge to cover any BCA costs and/or loss of profits from the hirer bringing any drinks to consume on the premises at this event.
3. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be raised.
4. It is the hirer's responsibility to ensure that all their guests adhere to the above

Identification

1. The BCA abides by the UK Licensing Laws and alcohol can only be sold or consumed by persons 18yrs or older.
2. It is the hirers responsibility to ensure that all their guests adhere to the above.
3. If the BCA staff observe anyone not adhering to the above, they will bring to the attention of the hirer and if appropriate action not taken reserve the right to close the bar and terminate the event with no refund to hirer.

Smoking

1. The BCA operates a no smoking policy. The hirer must ensure that no-one is permitted to smoke within the building.
2. The designated smoking areas are clearly marked outside the building and it is requested that all cigarette butts etc are disposed of in the ashtray/bins provided.
3. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Drugs

1. The BCA has a zero policy on drug taking. If anyone is observed either taking drugs or under the influence of drugs then the BCA will bring to the attention of the hirer.
2. If appropriate, and immediate action is not taken by the hirer, the BCA reserves the right to close the Bar and terminate the event and if appropriate call the Police.
3. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Violence and/or aggressive behaviour.

1. If there is any incident involving aggressive behaviour towards any member of BCA staff and/or violence at any time involving anyone attending the event the BCA reserves the right to close the bar and, if necessary, call the Police.
2. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Damages or Loss

1. The BCA will not be held responsible for any damages or loss to an individual during the hire period.
2. Any decorations must be stuck with blue tack and removed at the end of the hire period.
3. No confetti of any kind is allowed anywhere on the BCA premises and this includes confetti balloons.
4. Any balloons used at the event must be cleared sensitively and not left on the premises (full or popped)
5. The costs of any damages to the fabric of the building, breakages or loss of any equipment arising from the hire will be recovered through the deposit and/or other means if the damages should exceed the deposit.

Outside organisations

1. If you decide to utilise your own professional entertainer/disco etc please ensure that the BCA is supplied with a copy of their Public Liability Insurance at least two weeks prior to the event.
2. If you arrange for external caterers to provide refreshments at the event, please ensure that the BCA is supplied with a copy of their Public Liability Insurance at least two weeks prior to the event.
3. The BCA has limited catering facilities and therefore request that you agree any requirements with the Bar Manager prior to the event. Note: the BCA Kitchen is n/a to prepare foods etc as our insurance only covers the BCA use.
4. The hirer is responsible for ensuring that any surplus foods are not left overnight on the premises.

General

1. The hirer is responsible for maintaining good order at all times.
2. It is the hirer's responsibility to ensure that suitable arrangements are made for any vulnerable attendees of the event – the BCA can accept no responsibility.
3. Children are only allowed outside the Function Room if supervised by a responsible adult.
4. Unless previously agreed with the Bar Manager the room must be vacated and cleared away 30 mins after the Bar has closed. The BCA take no responsibility for anything left in the room overnight.
5. The Emergency Exit doors must be closed and kept clear throughout the event – only exceptions being with prior agreement of the Bar Manager during any periods of hot weather.
6. Please respect all residents local to the premises and if outside at the designated smoking areas and/or leaving the premises late at night always keep any excessive noise to a minimum.