



Terms and Conditions of Hire

Party and Event Hire

The Beehive Centre, 19a Stretford Road, Whitehall,
Bristol, BS5 7AW

(Garden Room, Main Hall, Hive & Nest, Therapy Room)

These Terms and Conditions apply to all private party bookings and larger organisational events at The Beehive Centre.

By confirming a booking, you agree to comply with the following:

1. General Use

- Only the room agreed at the time of booking may be used.
- The space must only be used for the purpose stated in your booking form.
- Hirers are responsible for the behaviour of all attendees during their session.
- Children must be supervised at all times.
- The maximum capacity of the room must not be exceeded.
- Hirers must ensure that their activities do not interfere with other centre users.
- Corridors must be kept clear at all times.
- Noise levels must be kept to a reasonable level to avoid disturbance to other centre users and neighbours.
- Animals attending the premises must be agreed upon in advance - excluding assistance dogs.
- Decorations and fixings should not leave any marks on the walls.
- Bluetack, Sellotape and other fixings should only be put on the wooden batons and picture rails. Not stuck to the walls.

2. Cleaning and Leaving The Centre

The hirer is responsible for leaving the venue in good condition.

At the end of each session, hirers must:

- Sweep floors.
- Mop any spills.
- Wipe down tables (if used).
- Clean any kitchen facilities and equipment used.
- Ensure any toilets used are left clean and tidy.
- Take all rubbish and recycling away – including the toilets.
- Return tables and chairs to their designated storage areas.
- Return all equipment to its proper place.
- Turn off all lights.
- Remove all decorations

Additional cleaning charges may apply if the venue is not left in a satisfactory condition.

3. Equipment and Storage

- Hirers may use tables, chairs, and cleaning equipment provided.
- Hirers must supply any other equipment required.
- Storage of items at the centre is not permitted.
- Hirers must not use equipment belonging to other groups.

4. End of Session Responsibilities

Before leaving, hirers must:

- Turn off all lights, heating, or air conditioning.
- Ensure all taps are turned off.
- Close and secure all windows.
- If you have removed furniture or items from a room, please make sure they are returned.
- Ensure all attendees, and external providers (e.g. DJs, caterers etc) have left the premises by the time agreed on your booking form. Due to our licences, the centre must be fully vacated by 10pm (Sun-Thurs) or 11pm (Fri/Sat),

- Ensure the building is locked and secure.

Please allow sufficient time within your booking to clean and pack away. You are provided with a buffer of 30 minutes to set up before your timeslot, and afterwards to make sure the space is clean before the next booking. If you require additional set up or pack away time, please include this in your booked slot.

Access to the room outside your allocated booking time is not permitted.

5. Bookings and Cancellations

- Bookings must be made via email: info@thebeehivebristol.co.uk or in person at The Beehive Centre.
- Bookings are only confirmed once acknowledged in an email by The Beehive Centre and the hirer has paid the deposit in full.
- A minimum of 2 weeks' notice is required for cancellations.
- Failure to give sufficient notice may result in the full fee being charged.

6. Payments and deposits

- We require a refundable deposit of £50 for all parties/events/one-off bookings.
- For events finishing after 7pm, the deposit required is £100.
- Late payments may result in cancellation of bookings.
- The Beehive Centre reserves the right to review and amend charges with reasonable notice.
- Your deposit will be held by The Beehive Centre and will be returned to you **on request of the hirer**, if all the terms and conditions are met.
- Please note, any deposits **not requested** after 1 month, will be gratefully accepted as a charitable donation.
- Deposits will be retained if any terms and conditions are breached. With special attention to satisfactory cleaning, late departure, or damages.

7. Damage and Breakages

- Hirers are responsible for any damage caused during their session.

- Any damage or breakages must be reported as soon as possible to the emergency contact.
- Costs for repair or replacement may be charged to the hirer.

8. Health and Safety

- Fire exits must remain clear at all times.
- Fire doors must not be propped open.
- Hirers must familiarise themselves with evacuation procedures and assembly points.
- Smoking and vaping are not permitted inside the building.
- Naked flames (including candles) are not permitted without prior written consent.
- Electrical equipment must be safe and in good working order.

9. Insurance and Safeguarding

- Hirers must be aged 18 or over and ensure a responsible adult over the age of 18 years of age is present during the booking.
- Hirers must hold appropriate public liability insurance where applicable.
- Hirers must have an up-to-date risk assessment for their activities where applicable.
- Organisations working with children or vulnerable adults must have appropriate safeguarding policies where applicable.

10. Keys, Access and Security

- Door entry codes must only be shared with designated hirers.
- Any suspected code breach must be reported immediately.
- The front door must not be propped open.
- Fire door alarms must be reactivated before leaving if turned off.
- All fire doors must be closed securely before vacating.
- Evening and weekend hirers must only grant access to the building to their own attendees.

- Evening and weekend users must ensure the building is secure on departure. Making sure that the automatic door closes properly behind them.

12. Termination of Hire – by The Beehive Centre

The Beehive Centre reserves the right to terminate a booking or agreement, or refuse future bookings if:

- These Terms and Conditions are breached.
- Payments are late.
- The premises are misused.
- There are complaints regarding noise, behaviour, or disturbance.
- Safety of the building or users is put at risk.

13. Prohibited Activities

Users must not use The Beehive Centre premises to organise or engage in unlawful or harmful activities, including:

- Illegal activities
- Discriminatory, racist, or hateful conduct
- Harassment, abuse, or incitement to violence
- Any activity that infringes on the rights, safety, or dignity of others

Violations may result in immediate termination and possible reporting to authorities.

14. Indemnity

The hirer agrees to cover any claims, damages, or costs arising from their use of the hall, except where caused by the centre's own negligence.

Agreement

By paying the deposit, you confirm that you have read, understood, and agree to these Terms and Conditions.