



Terms and Conditions of Hire

Regular Room 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 regular bookings at The Beehive Centre.

Regular hirers are defined as any user who uses the hall multiple times per year.

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 users.
- Corridors must be kept clear at all times and not used for activities.
- Noise levels must be kept to a reasonable level to avoid disturbance.
- The rear garden is for residents of the Almshouses only and should not be used by hirers.
- Smoking and vaping is prohibited across the site. Hirers should direct their users to the front of the building, away from doors if they wish to smoke or vape.

2. Cleaning and Leaving the centre

The hirer is responsible for leaving the centre 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.
- Return tables and chairs to their designated storage areas.
- Return all equipment to its proper place.
- Turn off all lights.
- Lost property is the responsibility of the hirer to store, notify, and return to their attendees.

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

3. Equipment and Storage

- Hirers may use tables, chairs, and cleaning equipment provided.
- Furniture must not be moved from allocated rooms without prior agreement.
- Hirers must supply their own equipment required for their activities.
- Storage of items at the centre is not permitted without prior agreement.
- Please contact The Beehive Centre to discuss storage options and any associated charges.
- 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.
- Ensure the building is locked and secure.
- Vacate promptly at the end of the booking time.

- If you have removed furniture or items from a room please make sure they are returned.

Please allow sufficient time within your booking to clean and pack away. You are provided with a buffer of 15 minutes to make sure the space is clean before the next booking. (Therapy room does not get a buffer for set up or pack down)

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
- Bookings are only confirmed once acknowledged by email.
- A minimum of 48 hours' notice is required for one-off cancellations.
- Failure to give sufficient notice will result in the full session fee being charged.
- Where multiple hours are booked, (e.g. weekly 11am-2pm) cancellations cannot be made in the middle of your time slot.
- Frequent last-minute cancellations may result in suspension of bookings.
- To terminate a regular hire agreement, see Section 10.

6. Payments

- Fees must be paid in accordance with the agreed schedule.
- Late payments may result in suspension of bookings.
- The Beehive Centre reserves the right to review and amend charges with reasonable notice.

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.
- 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 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.
- Groups working with children or vulnerable adults must have appropriate safeguarding policies.

10. Keys, Access and Security

- Door entry codes must only be shared with designated group leaders.
- 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.

11. Termination of Hire – by the Hirer

- A minimum of 4 weeks' notice is required to terminate the hire agreement.
- Hirers must inform their clients that services are ending at the centre.
- All key fobs and borrowed equipment must be returned.

- All stored items must be removed from the Centre.

12. Termination of Hire – by The Beehive Centre

While we make every effort to ensure no disruption of regular hire groups, The Beehive Centre may need to cancel or move bookings from time to time. We will always aim to give at least one month notice, where this is possible.

In the event of an emergency, or an imminent buildings or health & safety issue, all bookings will be cancelled until the issue is resolved.

The Beehive Centre reserves the right to terminate a booking or agreement if:

- These Terms and Conditions are breached.
- Payments are repeatedly 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 continuing with your regular booking, you confirm that you have read, understood, and agree to these Terms and Conditions.