

TERMS AND CONDITIONS

ROOM HIRE

By Booking with the Folk House you are agreeing to the following terms and will comply with all laws and regulations affecting the use of the premises. The folk house cannot be held responsible for the behaviour/actions of the hirer or their representatives on/off the premises at any time this includes promotion/flyposting.

Bookings

To make a booking please call 0117 9262 987 email claire@bristolfolkhouse.co.uk or fill out the website booking form.

All room hire bookings are processed by Claire. Please request to speak to her when calling. Please allow setting up/clearing up time in your booking request.

Health and Safety

- No smoking/ vapour/ e-cigarette is allowed in any part of the building we have a courtyard garden and balcony where smoking is allowed.
- Please don't block gangways and fire exits
- The hirer is responsible for, preventing disorderly behaviour, overcrowding, and ensuring that health and safety requirements are observed. A responsible person must be present and able to supervise at all times.
- There are fire extinguishers throughout the building and there will always be a fire marshal working.
- If there's a fire please follow the fire procedure listed in all rooms and around the building.
- It will remain the responsibility of the facilitator to ensure all delegates sign in/out at reception.
- You the hirer are responsible for ensuring that all attendees know the locations of the fire exits and fire assembly point.
- A first aid kit is located at reception.

Loss/damage

Please let us know of any damage to the room or equipment. You may be asked to pay for any repair or replacement costs due to damage or loss caused while the room was hired to you. Please ensure the room is locked at all times when not in use and the key is returned to reception if leaving the building. Please ensure you have all of your belongings when leaving the room.

Noise

Please don't make excessive noise as this may disturb others in the building or neighbours. We are in a residential area and have noise restrictions and we reserve the right to terminate a booking if noise levels aren't being adhered to. In accordance with our public entertainments license all doors and windows must be kept closed while music is playing.

Equipment

- Any electrical equipment being brought into the building for use at a function or event must be PAT tested by a qualified electrician. We may ask to see a PAT certificate.
- The responsibility for this remains with the room hirer. All electrical equipment being brought into the building must be identified to reception at time of booking.
- We have pat tested extension cables available from reception.
- We also have flip chart (£6) digital projector (£10) CD player (£6) which can be added to your booking.
- We have TV screens available in music room, 2/3, 4 and 5 which can be connected to a laptop through HDMI or SVGA cable free of charge.
- Please make sure you are familiar with your equipment. We don't have technical support on site – if you need to come in early to test equipment please let us know.

Public Address System

If a PA is required for DJs, iPod or CDs one is available to hire for £70

For live music where a full PA is required, one is available with our Sound Technician provided. For reasons of safety and security, this system may only be operated by our Sound Technician. Hire charge £200.

We ask that bands technical requirements are made available to our Sound Technician beforehand.

Risk assessments/ Insurance

It's a condition of booking that all groups have adequate public liability insurance. A minimum of £5 million is recommended. We reserve the right to request a copy of the insurance certificate at time of booking. It's the responsibility for the hirer to complete a risk assessment for any activities or events. We may request a copy of this at time of booking.

Catering

All catering for events and meetings held at the Bristol Folk House must be booked through the Folk House café, this is a separate business so to make a catering booking/enquiry please contact the café directly. The café does wonderful food at great prices and copies of their menus can also be downloaded here. Contact the café to make a booking enquiry with them independently.

Corkage - Will be charged for outside bubbly/cake for events/parties.

Weddings

The Bristol Folk House is a lovely venue for weddings. If you would like to come and see the space or find out more information please give us a call and book an appointment.

Animals

Unfortunately, no animals/pets are allowed inside the building, with the exception of guide dogs and assisted dogs, please make us aware in advance. Dogs are allowed in the courtyard garden/balcony. You are responsible for your dog at all times and may be asked to leave if seen to be antisocial.

Access/ Parking

Much as we would like to provide access for all, the Folk House has no disabled access or facilities. We have no onsite car parking at the Bristol Folk House but there are many paid parking spots in the area. Please ask us for details on parking or see our website for more detail. We are on a busy bus route and have plenty of bike racks in our courtyard garden.

Cancellations

All cancellations must be sent in writing 7 days before the day of hire. For all cancellations after this time, or any no shows, the full booking price will be charged.

Deposits

- A deposit for weddings will be required of £300.
- For all weddings/parties we will require a £200 cheque for a damage deposit which will be shredded/given back after the event.
- We may ask for a deposit for block bookings made in advance.

Payment details

- All fees must be paid prior to the event or 30 days after the invoice is created.
- Payment is accepted through bacs, cash, card or cheque.
- Telephone payments can be made via the chip and pin machine.
- Cheques made payable to: Bristol Folk House Co-op Ltd
- For card payment call the office on 0117 926 2987
- BACS Payment:

Unity Trust bank
Sort Number: 08-60-01
Account number: 20024927
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