

Beverley Minster

Premium Service room bookings

with the services of the Hospitality Manager

Terms and Conditions of use

On the booking form you are asked to agree to the following conditions for booking a meeting room at a premium rate.

1. Our Hospitality Manager/Team member will greet you and provide mid-morning or afternoon refreshments. The hire charge includes heating if required. Toilet facilities are available. A toilet for the disabled is located in the Peter Harrison Room and in the Parish Hall/Emmaus Conference Room. There is an additional charge for using the data projector/sound system and a buffet lunch/tea.

2. It is a requirement of hiring that all hirers must have public liability insurance cover in respect of occupiers and the activities they carry out in Minster premises. In particular, insurance should cover both accidental bodily harm, injury or death to a third party, and accidental damage to Minster property, resulting from such arrangements or activities. The Minster cannot accept responsibility for the consequences of arrangements/activities by either user groups or individuals.

3. The Parochial Church Council and Plant and Facilities Committee do not accept responsibility for any personal injury or for loss of, or damage to, any personal article within the premises or items used by groups and stored temporarily on the premises.

4. Smoking is not permitted in any Minster venue.

5. Guide dogs are permitted, but no other animals please.

6. Alcohol is not permitted to be sold nor the provision of any 'regulated entertainment' (which includes a performance of live music; the playing of recorded music or performance of a dance) without a Temporary Event Notice, (T.E.N.), which must be available for inspection prior to the event. Initial enquiries regarding any application for a T.E.N. should be made through the Parish Centre.

7. In the case of an emergency (and the Hospitality Manager isn't available) please refer to the Parish Centre or Minster Virger (usually available inside the Minster).

8. All payments should be made to the Parish Centre either in person or by post (postal address: Beverley Minster Parish Centre, 38 Highgate, Beverley, HU17 0DN tel 01482 868540). Cheques should be made payable to 'Beverley Minster PCC'. Cancellation of a booking within one week of the event will attract the full hire charge and within two weeks half the fee.

9. The event for which the premises is hired, as stated on the booking form, may not be altered or varied subsequently, without the consent of the Hospitality Manager. Sub-letting, or the transfer of the benefit of the approved hire, to any other person or organisation is not permitted.

10. The Hospitality Committee reserves the right to amend the Conditions of Hire and the Scale of Charges without notice.

11. Regular/weekly bookings will be reviewed annually at the beginning of the year. Each hirer will be asked to re-new bookings at the start of each year following our annual review of hire charges. Please do not assume that regular bookings will be carried forward automatically.

12. Failure to adhere to the Conditions may result in further booking applications being refused.

February 2012