

QUEENSBURY
BLACK DYKE MILLS
HERITAGE
VENUE

Terms and Conditions for use of the Black Dyke Mills Heritage Venue

Please read carefully and contact us if you are not clear about anything before you agree to these Terms and Conditions for use of the Venue. We want the space to be used frequently, happily, creatively and safely. You are welcome!

Access to the Venue is by arrangement, especially before your event when you may wish to prepare the space. We try to make this as convenient as we can, but please remember that all QCHAP members are unpaid volunteers.

QCHAP Trustees have agreed a 3-tier hire rate for the venue:

Tier 1: community groups

Tier 2: private individuals & small enterprises

Tier 3: corporate use

QCHAP's broad aim is to support community engagement in Queensbury's heritage, particularly the three aspects of music, transport and textile-related industry. Queensbury community groups whose own aims concur with those of QCHAP will not be asked to pay a hire fee for the space, but just to cover electricity costs. The hire charge for tier 2 is currently £20 per hour plus electricity and tier 3 is negotiable. We ask for a 20% non-returnable deposit at the time of booking for tiers 2 and 3 hirers, with the balance due four weeks before the event.

As QCHAP wants to improve the Venue for the Queensbury community, we reserve the right to benefit during users' events in appropriate ways, such as raffles/tombolas/stalls and we will negotiate this for each event.

QCHAP asks users to cover electricity costs by noting meter readings. As a guide, £30 might be estimated for electricity for a daytime set-up and five hours in an evening in the section where we have seating at tables, plus use of lighting elsewhere. Users must be aware that comfort levels in the space are affected by outside temperatures and, of course, the type of activities. In winter we strongly advise people to dress warmly!

QCHAP has an entertainment license that includes music, dance, film and theatre. We aim to discuss users' intentions and work out use and responsibilities for all parties for each event.

Users must accept that this industrial area has inherent hazards. For example, it should be

noted that the floor is uneven, rough and dusty. Please point out to us any other hazards you notice. Children must be supervised by parents or carers at all times and we advise against allowing small children to play on the floor. Our public liability is confined to the unit we occupy and does not include the yard areas.

Food hygiene and safety is the responsibility of users during their event. QCHAP will point out the limitations and hazards in the serving area. Users must ensure that they meet regulations pertaining to sales of foods.

We have fitted out the space with the help of grants and generous donations of furniture and equipment and its maintenance depends on a shared sense of respect. There are some parts of the venue that we will cordon off as 'no go' areas and some items that must not be moved; we will point these out to you. Breakages and damage must be paid for.

QCHAP cannot accept responsibility for loss or damage to personal items or equipment brought in. Please check with us if you plan to bring in anything that incurs extra risk, e.g. flammable items. We reserve the right to prevent you bringing in or using anything that we consider too risky.

The Venue is not licensed for sale of alcohol, but you may bring in drinks for personal consumption. Please drink responsibly. We ask that all bottles and cans are taken away. There must always be responsible adults present at events. We reserve the right to ask individuals to leave. There is a strict *No Smoking* policy in the mill building and this includes e-cigarettes.

We ask that all property and all rubbish created during an event are removed entirely from the mill complex - i.e. NOT placed in our bins or left in the yard. Users are asked to provide bags for rubbish and to take bottles, cans etc. to recycling centres. We ask that users respect QCHAP volunteers by helping to clean the space in an agreed timescale following their event (usually by the following day).

The mill yard is busy with traffic and presents other hazards, such as uneven surfaces, winter ice and unlit areas. QCHAP does not accept any responsibility for injury to persons or damage to vehicles or property in the outside areas. QCHAP does not have any formal rights for parking on the mill complex, and we ask people to park in spaces marked for visitors and the peripheral area at the top of the mill complex to the side of the High Street gates. Please ask us if you need spaces reserved for people with disabilities. WE MUST respect spaces reserved for businesses and their access doors.

Please confirm your acceptance of these Terms and Conditions.

Contact:

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QCHAP
Queensbury Community Heritage & Action Partnership
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