



Bluesci Room Hire Policy and Terms

1. Purpose

This policy sets out the terms and conditions for hiring rooms at Bluesci Centres. Our aim is to support community engagement, learning, and collaboration by offering accessible and affordable spaces for a wide range of uses and organisations.

2. Who Can Hire Our Rooms

Rooms at Bluesci Centres may be hired by:

Charitable organisations, including:

- Larger charities (e.g. regional or national organisations)
- Smaller charities (e.g. local or community-based organisations)
- **Community groups**, including unconstituted or informal groups
- **Public sector organisations**, such as the NHS or local authorities
- **Private businesses**
- Individuals, where the hire is for non-commercial purposes

3. Room Hire Categories and Rates

Room hire rates are set according to the **type of organisation** and the **purpose of the booking**.

This approach helps ensure our spaces remain affordable and are used in ways that align with Bluesci's values and community focus. Meeting Rooms and Counselling Rooms (all Centres):

Type of Booking	Room Type	Fee
Community Groups and smaller non-profit organisations	All meeting Rooms at all centres, excluding Catering Kitchen and Hall at Broomwood	£4.50 per hour
Statutory and larger non-		£7.40 per hour

Type of Booking	Room Type	Fee
profit organisations		
For profit organisations		£14.50 per hour
Community Groups and smaller non-profit organisations	Catering Kitchen (Broomwood only):	£4.50 per hour
Statutory and larger non-profit organisations		£7.40 per hour
For profit organisations		£14.50 per hour
Community Groups and smaller non-profit organisations	Hall (Broomwood only):	£8.40 per hour
Statutory and larger non-profit organisations		£10.40 per hour
For profit organisations		£18.50 per hour

Discounts or waivers may be available for long-term bookings or special community projects, subject to approval by the Senior Manager or CEO.

4. Cancellation Terms

Cancellation by Bluesci

Bluesci reserves the right to cancel a room hire at any time. Where possible, we will give as much notice as we reasonably can.

In the event of a cancellation by Bluesci:

- We will refund any payments already made in full, or
- Where appropriate, we will make reasonable efforts to rearrange the booking.
- Cannot accept liability for any loss, damage, or costs incurred as a result of a cancellation.

Bluesci also reserves the right to cancel, without liability, any booking involving a play, performance, lecture, or event where the content is considered inappropriate or unsuitable for our venues.

Cancellation by the Hirer

Cancellations by the hirer are subject to the notice period given, as set out below.

Standard bookings (paid in advance):

- 28 days' notice or more: 100% refund
- 15–27 days' notice: 50% refund
- Less than 15 days' notice: No refund

Bookings with delayed payment agreements:

- 28 days' notice or more: No fee payable
- 15–27 days' notice: 50% of the hire fee payable
- Less than 15 days' notice: 100% of the hire fee payable

All cancellations must be made in writing, either by post or by email to: roomhire@bluesci.org.uk

Examples of Exceptional Circumstances

- In some cases, exceptional circumstances may be taken into account. These may include, but are not limited to:
- Medical emergencies – sudden illness or injury affecting the hirer or key participants
- Bereavement – death of a close family member or colleague
- Severe weather conditions – such as snow, flooding, or storms
- Transport disruptions – major public transport strikes or significant road closures
- Accidents or emergencies – including road traffic accidents
- Unforeseen legal obligations – such as jury service or a court summons
- Venue-related issues – including power outages or heating failures

5. How to Book a Room

Room bookings can be made via our online form, which is found here: [Book a Room – Bluesci Support](#)

Confirmation:

Before we can confirm your room booking, we will

- Review availability and your requirements
- Confirm you're booking via email
- Send an invoice or payment link (if applicable)

Payment:

Payment is usually needed in advance of your booking and can be made by:

- Bank transfer
- Credit/debit card (via secure online payment)
- Cheques (for registered organisations only)
- ***Cash payments accepted by prior agreement***

6. On the Day:

Please notify the reception team of your arrival. If you have requested a team member to help you set up your activity, or have requested items like a projector, these will be provided for you. Time to set up and clear up your activity must happen within your booked time; please leave the space ready for the next booking.

7. Terms and Conditions

- **Refusal of Admission**
Bluesci reserves the right to refuse admission or require any person to leave.
- **Performing Rights**
No copyrighted work may be performed without a license. The hirer indemnifies Bluesci against copyright infringement.
- **Indemnity and Insurance**
The hirer indemnifies Bluesci against claims and must have £5,000,000 Public Liability insurance.
- **Damage to the Premises**
The hirer is responsible for protecting the premises and any damage. No nails or screws may be used. The venue must be left clean and tidy.
- **Preservation of Order**
No drunk or disorderly conduct, unlawful gaming, or cash prize announcements are allowed.
- **Access to Police and Bluesci**
Bluesci staff and police may enter the premises at any time to enforce conditions.
- **Advertisements**
No commercial advertising without consent. All materials must be approved by Bluesci.
- **Compliance with Bluesci's Requirements**
The hirer must follow any written requirements. Non-compliance may result in cancellation of future bookings.

- **Exclusion Clause**
Bluesci is not responsible for items left on premises or damage to vehicles.
- **Car Parking**
The hirer must ensure considerate parking by attendees.
- **Agreement as Contractual Only**
This agreement does not create any property rights. The hirer is a contractual licensee.
- **Meeting Rooms**
Hirers manage setup and cleanup. Rooms must be left as found.
- **Fees and Charges**
Bluesci reserves the right to review hire charges annually.

Room Hire Fire Safety Conditions – Bluesci Support

These conditions apply to all organisations, community groups, contractors, and individuals hiring rooms or spaces at Bluesci Support's community buildings.

Purpose

To ensure the safety of all building users by setting clear expectations for fire prevention, evacuation, and the responsible conduct of hirers.

Responsibilities of the Hirer

The hirer must nominate a Responsible Person for each booking who will:

- Supervise the group at all times
- Lead evacuation if required
- Ensure compliance with all fire safety procedures

Details of the nominated person must be provided at booking.

Fire Safety Requirements

Induction

All hirers must complete a fire safety induction before using the space.

This includes:

- locating emergency exits
- understanding alarm activation points

- knowing the assembly point
- procedures for raising concerns or reporting hazards

Maximum Occupancy

Hirers must comply with the room's maximum occupancy limit. Overcrowding is strictly prohibited.

Evacuation Procedures

In the event of a fire alarm:

- All attendees must evacuate immediately via the nearest safe exit.
- The Responsible Person must conduct a headcount at the assembly point.
- Nobody may re-enter the building until permission is given by Bluesci staff or emergency services.

Fire Safety Equipment

Hirers must not:

- tamper with or move fire extinguishers
- wedge open fire doors
- block exits or evacuation routes

Please report any fault immediately to Bluesci staff.

Electrical Safety

Hirers must:

- seek permission before using their own electrical equipment
- ensure any equipment brought on site is PAT tested or in safe condition
- not overload sockets or extension leads

Use of Flammable Materials

The following are not permitted unless specifically authorised:

- candles, open flames, incense
- portable heaters
- gas appliances
- pyrotechnics
- any activity creating smoke/fumes

Accessibility and PEEPs

Hirers must:

- inform Bluesci of any attendees who may need assistance to evacuate
- support the development of a Personal Emergency Evacuation Plan (PEEP) where required

Children and Vulnerable Adults

If children or vulnerable adults are present, the Responsible Person must ensure:

- adequate supervision
- assistance during evacuation
- specialist needs are disclosed in advance

Reporting

Hirers must report:

- any fire safety incident
- any sounding of the alarm
- hazards, faulty equipment, or blocked routes
- any use of fire extinguishers

Failure to comply may result in termination of future bookings.

Agreement

By signing the Room Hire Agreement, the hirer confirms they have read, understood, and agree to these Fire Safety Conditions.