Bluesci Room Hire Terms and Conditions

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1. About Room Hire at Bluesci Centres

Bluesci welcomes bookings from community groups, charities, voluntary organisations, public sector organisations, social enterprises, businesses and individuals whose activities are consistent with Bluesci's values and charitable objectives.

Bluesci has four centres: Broomwood Community Wellbeing Centre, Coppice Library & Wellbeing Centre, Old Trafford Wellbeing Centre, and Partington Library & Wellbeing Centre. All four centres have a variety of rooms and spaces available, including small meeting rooms, large halls, open spaces, and outdoor pitches.

All room bookings must be made through Bluesci's online booking system, Archie.

2. Eligibility for Room Hire

Bluesci welcomes room hire bookings from a range of organisations and groups whose activities are compatible with our values, charitable objectives and the wellbeing of our centre users.

Room hire may be available to:

- Voluntary, community and faith organisations
- Registered charities and social enterprises
- Statutory and public sector organisations
- Businesses and commercial organisations
- Informal community groups and resident-led initiatives

All bookings are subject to approval by Bluesci.

Rooms may be hired for meetings, training, workshops, support groups, community activities and similar purposes.

Bluesci does not permit the use of its facilities for commercial events or activities primarily intended to generate private profit, including retail sales, product promotion, ticketed commercial events or similar activities.

Bluesci reserves the right to decline, cancel or withdraw room hire arrangements where the proposed use of the space is inconsistent with our values, charitable objectives, legal responsibilities or operational requirements.

Activities involving children and young people

Arrangements regarding activities involving children and young people vary between Bluesci centres and according to the nature of the activity being delivered. Hirers must declare at the time of booking whether children or young people under the age of 18 will

be attending or participating in the activity. Additional conditions, restrictions or centre-specific requirements may apply.
Bluesci reserves the right to request safeguarding documentation, evidence of DBS checks and details of supervision arrangements before approving a booking.

3. Room Hire Rates

Hire charges vary according to the type of organisation, the room requested and the purpose of the booking. Current rates are displayed below and are also visible when booking rooms on Archie. Discounts or waivers for long-term bookings or special community projects require approval by the Senior Manager or CEO. Hire rates are regularly reviewed in line with market rates and are subject to change.

Room Hire Rates		
Type of booking	**Room type**	**Fee**
Community groups and smaller non-profit organisations	All meeting rooms at all centres, excluding the Catering Kitchen and Hall at Broomwood	£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	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

4. Booking Process

All room bookings must be made on Bluesci's online booking platform, Archie. The website contains information about our venues, room availability, room hire charges and booking arrangements.

For guidance and support in using the Archie app, please see their Help Centre.

New and existing hirers must request an account on **this form** before they can make a booking. They must provide sufficient information about their organisation, activities and intended use of the premises. Creation of an Archie account does not guarantee approval to hire rooms.

Bluesci reserves the right to review account and booking requests before confirming access to facilities. Additional information may be requested where required for safeguarding, health and safety, insurance or operational purposes.

Hirers are responsible for keeping their bookings up to date within Archie and cancelling any bookings that are no longer required.

Minimum Notice Requirements

- All rooms (excluding kitchens): **1 working day's notice**
- Kitchens: **7 calendar days' notice**

We will make every effort to accommodate bookings submitted outside these notice periods, but this may not always be possible.

Out-of-Hours Bookings

Booking outside of staffed hours is available at Broomwood Community Wellbeing Centre, Coppice Library & Wellbeing Centre, and Old Trafford Wellbeing Centre.

At Broomwood Community Wellbeing Centre, you must either become a registered keyholder or hire the caretaker for the required time. At Coppice Library & Wellbeing Centre, you must either join Open+ or become a registered keyholder. It is available to book for both centres out-of-hours on Archie. See Archie 'Building Guide' page for further details.

At Old Trafford Wellbeing Centre, it may be possible to hire rooms outside of normal business hours. To do so, you must email roomhire@bluesci.org.uk at least 7 days in advance of the booking.

5. Hirer Responsibilities

The person or organisation making the booking is responsible for:

- Providing accurate booking information.

- Booking with the required notice (1 day for all rooms but kitchens, 7 days for kitchens).
- Keeping account details up to date.
- Cancelling bookings if no longer needed.
- Ensuring the room is used only for the approved activity.
- Complying with these Terms and Conditions.
- Paying all charges associated with the booking.
- Leaving the hired space clean and tidy after use.
- Completing and returning the relevant cleaning checklist when hiring a kitchen space.
- Ensuring account information, billing details and contact information remain accurate and up to date within Archie.
- Ensuring bookings accurately reflect the activity taking place within the room.

Not abiding by the above may result in cancelled bookings or the revocation of booking rights.

Use of Facilities

Hirers must:

- Use only the rooms that have been booked.
- Respect other building users.
- Leave rooms clean and tidy.
- Remove any equipment brought onto site.
- Follow instructions provided by Bluesci staff.
- Report any accidents, incidents or damage immediately to Bluesci Staff.

On the Day

Any agreed setup support or equipment requests must be arranged in advance. Equipment is subject to availability and cannot be guaranteed.Setup and clearing away must take place within the booked period, and the room must be left ready for the next user.

6. Invoicing, Payment and Debt Recovery

Invoices are generated using information held within the Archie booking system. Invoices will be issued to the billing contact associated with the booking account. Invoices will be sent monthly with a summary of bookings in the previous month. Payment must be made in accordance with the payment terms stated on the invoice. Bluesci does not currently offer advance payment through the booking system.

Failure to pay invoices within the stated timescales may result in:

- Suspension of future bookings.
- Withdrawal of automatic booking approval.
- Cancellation of existing bookings.

- Recovery action in respect of outstanding amounts.

Persistent late payment may result in the withdrawal of room hire privileges.

Non-Payment

Where invoices remain unpaid, Bluesci reserves the right to:

- Suspend future bookings.
- Remove automatic booking privileges.
- Decline further booking requests.
- Cancel existing bookings.
- Recover outstanding debts through appropriate processes.

7. Cancellation

Invoices are generated using booking information recorded within Archie. Hirers are responsible for checking that their bookings are accurate before month end.

Bookings can be cancelled free of charge up to the start time of the booking. If a booking is not cancelled in Archie, it will be invoiced even if the room is not used.

Once an invoice has been issued, any credits or adjustments will be handled in accordance with Bluesci's invoicing procedures.

Cancellation by Bluesci

Bluesci may cancel a booking at any time. Where reasonably possible, Bluesci will give notice or make reasonable efforts to rearrange the booking. Bluesci accepts no liability for loss, damage or costs resulting from cancellation.

Bluesci may also cancel without liability for any play, performance, lecture or event whose content is considered inappropriate or unsuitable for its venues.

8. Health and Safety

Hirers are responsible for:

- The safety of attendees during their booking.
- Completing any risk assessments appropriate to their activity.
- Ensuring adequate supervision.
- Complying with all relevant health and safety legislation.

All emergency exits must remain clear at all times.

In the event of an evacuation, hirers must follow instructions from Bluesci staff and assist attendees to leave the building safely.

Fire safety responsibilities

For every booking, the hirer must nominate a Responsible Person and provide their details to reception. That person must supervise the group, lead any evacuation and ensure compliance with Bluesci's fire-safety procedures.

Before using the space, hirers must complete a fire-safety induction covering emergency exits, alarm activation points, the assembly point and how to report hazards or concerns.

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

If the fire alarm sounds, everyone must leave immediately by the nearest safe exit. The Responsible Person must carry out a headcount at the assembly point. Nobody may re-enter until Bluesci staff or the emergency services give permission.

Fire extinguishers must not be moved or tampered with; fire doors must not be wedged open; and exits or evacuation routes must not be blocked. Any fault must be reported immediately.

Permission is required before personal electrical equipment is used. Equipment brought on site must be PAT tested or otherwise demonstrably safe, and sockets or extension leads must not be overloaded.

Candles, open flames, incense, portable heaters, gas appliances, pyrotechnics, and activities that create smoke or fumes are prohibited unless Bluesci has given specific authorisation.

Hirers must inform Bluesci in advance if any attendee may need help to evacuate and must support the preparation of a Personal Emergency Evacuation Plan where required. Where children or vulnerable adults attend, the Responsible Person must ensure appropriate supervision, evacuation support and advance disclosure of specialist needs.

Any fire-safety incident, alarm activation, hazard, faulty equipment, blocked route or use of a fire extinguisher must be reported. Failure to comply may lead to immediate termination and refusal of future bookings.

By booking a room at Bluesci, the hirer confirms that they have read, understood and agree to the fire-safety conditions above.

9. Safeguarding

Organisations delivering activities in Bluesci centres must:

- Have appropriate safeguarding policies and procedures.
- Ensure relevant staff and volunteers are suitably trained.
- Hold appropriate DBS checks where required.

Bluesci may request copies of safeguarding documentation where appropriate. Hirers must immediately report any safeguarding concern, allegation, incident or disclosure arising during their booking to a member of Bluesci staff.

10. Insurance

Hirers are responsible for ensuring they have appropriate insurance cover for their activities. Bluesci may request evidence of Public Liability Insurance before confirming or continuing a booking arrangement. Any equipment brought onto site remains the responsibility of the hirer.

Indemnity and minimum cover

The hirer indemnifies Bluesci against claims arising from the hirer's activities and must maintain Public Liability Insurance of at least £5,000,000 unless Bluesci agrees otherwise in writing.

11. Damage and Loss

Hirers are responsible for any damage caused to Bluesci buildings, equipment, fixtures or fittings during the booking. Hirers must report any damage caused during a booking as soon as practicable.

Where Bluesci reasonably believes that damage, excessive cleaning requirements or loss of equipment resulted from a hirer's use of the premises, Bluesci reserves the right to recover the associated costs from the hirer.

Bluesci reserves the right to recharge the cost of repairs, replacement or additional cleaning where necessary.

Additional premises conditions

- No nails, screws or other fixings may be used without prior agreement.
- Bluesci is not responsible for items left on the premises or for loss of or damage to vehicles.
- Hirers must ensure that attendees park considerately.

12. Conduct, access and use restrictions

- Bluesci may refuse admission or require any person to leave.
- Drunk or disorderly conduct, unlawful gaming and announcements of cash prizes are not permitted.
- Bluesci staff and the police may enter the premises at any time where necessary to enforce these conditions or protect safety.
- Commercial advertising requires prior consent, and promotional materials may be subject to approval.

- No copyrighted work may be performed without the necessary licence. The hirer indemnifies Bluesci against copyright infringement.
- The hirer must comply with any written requirements issued by Bluesci. Non-compliance may result in cancellation or refusal of future bookings.

This agreement creates a contractual licence only and does not give the hirer any tenancy, property or other proprietary right.

13. Data Protection

Information provided as part of the booking process will be used for:

- Managing bookings.
- Processing payments.
- Communicating with hirers.
- Meeting legal and regulatory obligations.

Information will be handled in accordance with Bluesci's Privacy Policy.

14. Policy Review

This policy will be reviewed periodically and updated as required to reflect operational or legislative changes.

These terms & conditions were last updated **October 2026**.

Contact Us

For room hire enquiries, please contact:

roomhire@bluesci.org.uk

or visit:

www.bluesci.org.uk/rooms