

THE GREENHOUSE BOOKING POLICY



The Greenhouse is a youth-based centre and whilst we will consider taking bookings which are not specifically youth events, we will prioritise youth-based events which allow relationships to be built between The Greenhouse staff/volunteers and the young people/organiser. We reserve the right to decline any booking which does not match our values and ethos. It is only possible for us to take bookings during hours The Greenhouse is normally open. We may be able to open the building outside of normal hours on certain occasions, but only if our staff are available to do this.

Location

Situated to the east of Luton in Stopsley Village, just off the A505, we are within easy reach of the M1, the A5 and the A6. We are easily accessible from the town centres of Luton and Hitchin and are a 10 minute taxi ride from both Luton Central and Luton Parkway railway stations.

Catering

We cannot offer catering facilities but do have a small kitchen which can be used by the hirer to provide basic food and drinks for the event. Alternatively, you may wish to walk up to Stopsley Baptist Church (1 minute walk) to The Lounge Café where fresh lunches can be made to order. If you wish to provide tea, coffee and snacks during your event you will need to supply these yourselves.

Parking

We have a small number of car parking spaces on site (12 plus one disabled space). If you require more than that you will need to provide someone to monitor parking to ensure that neighbours drives are not obstructed.

Facilities

Hall	This is the largest of our spaces and can fit up to 50, dependent on seating arrangement. There is a projector and screen and sound system available
Café	This space gives direct access to the kitchen facilities and has 5 tables each with 4 chairs as well as 6 bar stools.
Meeting Room	The meeting room is a smaller intimate room ideal for meetings. It has a large table which can accommodate up to 11 people. It also has a TV.
Prayer Room	A smaller meeting room with comfortable chairs, ideal for 2-6 people
Comfy Room	This space has three sofas, a coffee table, and a TV and DVD player with surround sound available
Recording Studio	£ Our recording studio is available to hire (subject to the availability of our sound technician volunteers).

As well as the rooms The Greenhouse has a variety of resources available to use such as flipcharts, TVs, video and DVD players, Playstation, sound desk (hall only), table tennis (hall and café only) and pool table (hall and café only). We can also supply a limited number of table and chairs. These items need to be requested when making a booking enquiry.

Making your booking

Please complete **The Greenhouse Booking Form** and send to Ginger Warner, The Greenhouse, St Thomas's Road, Luton, Beds, LU2 7UY.

When making your booking please ensure you have clearly shown which rooms and facilities (including numbers of tables and chairs) you wish to use. If the facilities you wish to use are not available, we may be able to offer you an alternative, we will contact you to discuss this if required.

The start time and finish time needs to include any set-up and set-down time which may be required. You will be expected to leave the room in a clean and tidy condition. If the bins are full, please empty them and replace any bin bags. Please make sure any used crockery is washed up and put away. A vacuum cleaner is available and cleaning materials which are located in the cleaning cupboard, at the back-left of the main hall.

Please complete the form as fully as possible - including contact details, otherwise processing your booking may be difficult.

Guidelines for your convenience

Please take time to read these details to ensure the smooth running of your day.

- Fire exit signs are displayed throughout the building, please take note of these upon your arrival. In the event of a fire please congregate at the far side of The Greenhouse parking area.
- The Greenhouse has a strict no smoking policy.
- The Greenhouse has a no chewing gum policy.
- There is a lift located in the entrance of The Greenhouse (for disabled and less mobile people please request the use of the lift if required).
- There are cloakroom facilities in the form of coat-hooks under the stairs.
- There are no baby changing rooms available.
- The Greenhouse cannot accept responsibility for the loss or damage to any personal belongings.
- On hiring the venue, you agree to repay The Greenhouse all expenses and costs which are incurred in repairing, making good or replacing any equipment that is lost, damaged or destroyed or damage to the premises caused by the hirer, their guests or event participants.
- Cancellation of a booking needs to be notified to The Greenhouse no later than four (4) days before the event, otherwise you will still be liable for the full cost of the hire.
- You are responsible for guests/event participants throughout the hiring and you must take responsibility for all safety aspects of the building such as fire exits (ensure you know the location of fire exits and they are not blocked by furniture) and locations of fire extinguishers.
- The Greenhouse does not have a site manager and therefore any hirer is required to leave the space used in a clean and tidy condition and the hirer is responsible for returning any furniture or resources used to the same condition as found when they arrived.

Please take note of the legal terms and conditions outlined on the next page.

- As per point 8 on the Terms & Conditions, The Greenhouse will not be responsible for any damage to persons or property incurred by persons attending your booking.
- As per point 11 on the Terms & Conditions, we recommend all electrical equipment brought into The Greenhouse is PAT tested.
- As per point 13 on the Terms & Conditions, The Greenhouse reserve the right to cancel your booking if we feel you have not followed the correct procedure regarding the above 2 points.

Terms & conditions

1. The agreed fee for the use of the accommodation will be invoiced and must be paid within 15 days of receiving the invoice.
2. The Greenhouse retains control, possession and management of the accommodation and the user has no right to exclude The Greenhouse personnel from the premises.
3. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to The Greenhouse.
4. The Greenhouse may be entitled at any time on giving reasonable notice to the user, require the user to transfer if possible, to alternative or comparable space and accommodation elsewhere within the building.
5. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all the lights are turned out and all doors and windows properly secured.
6. The user must ensure that during the use of the accommodation that no person smokes on the premises.
7. The user must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
8. The User agrees that The Greenhouse accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from The Greenhouse's responsibility for the general maintenance of the accommodation and the user will keep The Greenhouse indemnified against any claims for which the church is not responsible.
9. The user has a responsibility to notify The Greenhouse of any defect in the accommodation or in any of The Greenhouse's furniture or other equipment in the accommodation.
10. The user will comply with the provisions of The Greenhouse's Health and Safety policy, Fire Evacuation Policy and Risk Assessment procedures and will ensure that all those using the accommodation are aware of the appropriate safety responsibilities.
11. If you are bringing any of your own electrical equipment it must be PAT tested and the sticker clearly on display.
12. The user must take responsibility for familiarising themselves and their guests or event participants with all safety aspects of the building, fire exits and location of fire extinguishers.
13. The Greenhouse may terminate this agreement immediately at any time if there is a breach of these conditions by the user.
14. Where premises are to be used by children, the user agrees to comply with good Safeguarding practices, users are advised to refer to the SBC Safeguarding Policy.
15. Users responsible for the booking of the Greenhouse must be able to contact The Greenhouse staff via telephone at all times during their booking. Staff contact details will be provided upon successful completion of your booking.

Hire charges

Equipment and services

The Greenhouse can offer photocopying at the price of 5p per sheet for black & white copies, with colour copies costing 10p per sheet. The pool table charges 50p a game.

Room rates

	External bookings	SBC members	Young people (11-21)
Hall	Up to £10 per hour	Up to £8 per hour	£5 per hour
Café	Up to £10 per hour	Up to £8 per hour	£5 per hour
Meeting Room	Up to £5 per hour	Up to £3 per hour	-
Prayer Room	Up to £5 per hour	Up to £3 per hour	-
Comfy Room	Up to £5 per hour	Up to £3 per hour	-
Recording Studio	Up to £15 per hour	Up to £10 per hour	£5 p/h (working/students)

(Rates quoted are a guideline)

Please note: the charges listed above for SBC Members are based on the assumption that the booking is for a social event or one unrelated to SBC Ministry. Event bookings on behalf of SBC Ministry that are held at The Greenhouse will not be charged.

If you are not trained to use our recording equipment and studio, we will require that you use a sound technician (which we can provide) to record and/or master your music at a cost of £5 per hour for under 21s and £10 per hour for over 21s.