

JOHN SIMONDS TRUST

Conditions of Letting for Events at Rushall Manor, RG7 6DS

The Trust's main aim is to provide education in and about the countryside. It is also committed to maintaining the rural attractiveness of the Pang Valley, and enabling people to enjoy and appreciate the benefits of the countryside.

We ask everyone who comes to Rushall to respect the Trust's aims, and to be considerate to other users of the Pang Valley and the people living in it.

In order to maintain the aims of the Trust you are required to accept the following regulations:

Use of the Black Barn

ADVERTISING

The best method of running your event is by personal invitation. If you choose to advertise more widely it must be done within your organisation, and made clear that tickets can only be purchased prior to arrival on site. Your event may not be advertised in any way which would imply that tickets can be obtained on the door. If you choose to sell tickets you will require a Temporary Event Notice from West Berkshire Council.

SETTING UP

Set-up time is on the day of the event, by agreement.

You can comfortably seat up to 150 people at tables, but may wish to have less if you need a dancing area as well.

There are at least 30 standard wooden trestle tables (seat 8), 12 round tables (seat 10) and 200 burgundy folding chairs available for your use. All of these will not necessarily be in the Black Barn, as they are used in other areas of the site. If you want to use some of these please ring to say how many you would like. If you wish to hire in tables and chairs these can be delivered in advance.

You are responsible for setting up the barn as you wish it to be for your event, Please do not tamper with buildings, fittings, electrics etc.

When putting up decorations please respect the fragile nature of the woodwork, (ie. no nails), and remove all fittings afterwards.

All work equipment (e.g. step ladders) brought to the premises must be in good condition and suitable for the purpose for which it is used.

Do not obstruct fire extinguishers or fire exits.

Electrical equipment brought to the site must be safe, in good condition, and when required, have been inspected and tested.

Lights must be LED and CE marked.

No lighted candles are allowed.

No ovens, gas or electric, may be used in the Barn. Any extra kitchen equipment required should be sited in the kitchen.

TOILETS

Toilets have all basic requirements, but you may wish to provide nicer toiletries. They may not be clean when you arrive to set up, but will be cleaned by the time your guests arrive

THE KITCHEN

This is available for use if you request this on the Booking Form. It contains a refrigerator, small freezer, 6-burner gas cooker, washing-up facilities and preparation space. As it is some distance from the Barn you may need a vehicle to transport food when prepared. You need to provide all your own cooking and preparation equipment.

Any kitchen appliances / equipment brought to the premises must be safe and PAT tested.

SIGNS

Any signs which you put up along Back Lane to direct your guests to your event must be taken down the next day. The best postcode for taxis and satnav is **RG7 6DS**

PARKING

Generally cars can be parked in the field to the north of the Black Barn. However, if this is too wet there is quite a bit of parking on hard standing round the site.

TIMING

Events in the Black Barn must be completed by **11.30pm**. Music must stop at 11.00 pm. For an evening event clearing up should be completed by 12 midnight.

SOUND

Please be aware that one man's music is another man's noise pollution.

For the protection of local residents there is a sound limiter fitted in the Barn, which is activated at around 90db. This must be used to monitor acceptable levels of sound. You need to know where the reset button is, but we hope you will not need to use it. It is essential that you agree to abide by the sound limitations imposed.

You are advised to site your source of music at the East end of the barn, where you will find a bank of electric plugs on the Southern wall.

The South facing door must be closed if music is playing.

Music must stop at 11pm.

No amplified sound may be used anywhere else on the farm at any time. This includes loud hailers, radios and amplified musical instruments.

FIREWORKS

All fireworks are prohibited.

ALCOHOL

If you choose to **SELL** alcohol you will need to obtain a Temporary Event Notice from West Berkshire Council. You do not need a licence to serve your own alcohol for your guests.

EQUIPMENT & BELONGINGS

The safety of your equipment and belongings is your responsibility. Our insurance does not cover you for loss or damage to belongings on the site. **You are particularly advised not to leave alcohol on site overnight.**

SAFETY

There is a pond near the Barn. This does not have child-proof fencing, so all children need to be supervised at all times.

No smoking or naked flames in the Barn or lean-to.

If you wish to have a barbecue or hog roast please site it to the north of the barn, well away from the lean-to.

You need to know the whereabouts of the fire extinguishers, and the exit doors. Keep the doors unlocked during your event.

You also need to know the position of electric plugs, whether you need extension leads etc, the position of the light switches, and the electric trip, which may go if you overload the system.

If, when setting up, you see anything which you feel is unsafe for your guests, you are asked to report it to Lindsay Bishop (07501016575) or (0118 9744547).

There are limited first aid boxes available in the barn and kitchen. You are responsible for your own first aid arrangements including first aid kit, and your own 'Appointed Person' and first aiders, if required or desired. There is a defibrillator situated in the unlocked cupboard in the Stable toilets.

If an accident occurs during set-up or your event please ensure that it is reported as soon as possible to the Trust (use the above phone numbers). Postcode for Ambulance or Fire Brigade is **RG7 6DS**.

LARGE EQUIPMENT & DANGEROUS ACTIVITIES

The use of large equipment, eg bouncy castles, and dangerous activities, eg archery, may only be carried out with prior permission. Our insurance does not cover you for these activities.

CLEARING UP

You are responsible for clearing away after your event to leave the Barn in the condition in which you found it.

Please take all your rubbish home with you. If you must leave some overnight make sure it is enclosed in a building, and removed the next day.

GENERAL

Please observe the one-way system (except coaches), at all times for entering and leaving the farm. The one-way system is shown on the attached map.

Do not obstruct the bridle path, which runs from the main entrance into the woods behind. This is a public right of way, and needs to be kept clear at all times.

You are asked not to loiter on the bridle path just below the main entrance, as residents of that area are particularly sensitive to noise and intrusion. If you wish to explore the area please ask for a map of permitted paths.

Please **make sure you are aware of the boundaries** of the land used by the John Simonds Trust, and do not stray into neighbouring properties. (See attached map)