

JOHN SIMONDS TRUST

Conditions of Letting for Events at Rushall Manor

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 requested to accept the following regulations:

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. (price £21)

SETTING UP

Wedding Receptions - Generally you will have the afternoon of the previous day to set up for a wedding reception, but it is good to have your layout planned by then. If you wish to view the barn in advance please ring to make arrangements. There will not be any other bookings for the Saturday (eg camps) if you are using the Manor for a Wedding Reception.

Evening Parties -For an evening event 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), and 200 burgundy folding chairs available for your use. These will not necessarily all be in the Black Barn, as they are used in other areas of the farm. 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.

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 is available for use if you request this on the Booking Form. If there is a camp in the field at the same time as your event it may be necessary to share the kitchen, so it would help us to know the times when you need to use it.

SIGNS

Any signs which you put up along Back Lane to direct your guests to your event must be taken down the next day.

TIMING

Events in the Black Barn must be completed by **11.30pm**.

SAFETY

No smoking or naked flames in the Barn or 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 or Cliff Marriott.

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.

OTHER 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.**

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.

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.

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.

Wedding Receptions - For a wedding reception clearing up should be completed by 12 noon the following day (except hired furniture, which may be stacked in the lean-to, ready for removal)

Evening Events - For an evening event clearing up should be completed by 12 midnight.

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 use 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)