



## Evening Barn Hire Information

The Moors Valley Visitor Centre, an 18th century barn, is an ideal venue for evening functions from corporate parties to birthday celebrations and wedding receptions. The hire of the barn includes the use of the ground floor barn area, the patio to the rear of the building, toilets and a caretaker on duty.

### Option A: Basic Barn Hire

**DIY Barn Hire: £450**

Please note a £100 non-refundable deposit will be asked for on booking.

You may organise your own catering for the evening but please be aware access to the kitchen and Information Point areas is not allowed. When the weather permits you may have a BBQ on the back patio. You may bring along your own drinks and glasses, as long as no alcohol is being sold on the premises.

There will be a Ranger on duty for the evening of your hire, however it will be your responsibility to set the building up for your hire. It is also your responsibility to leave the barn at the end of the hire in the condition that it was let and to ensure your guests have left the building by 12.00 midnight. Please read the conditions of hire, as an extra charge can be made if these requirements are not met.

**Tel:** 01425 470721 **E-mail:** rangers@moors-valley.co.uk

### Option B: Seasons Restaurant

Seasons are able to cater for all of your special occasions, whether it be a buffet, BBQ or simple plated meal. If you choose to use Seasons Restaurant for your catering requirements, the full barn hire fee will be reduced.

**Barn Hire with Seasons Restaurant catering and bar: £175**

Please note this fee is payable on booking and is not refundable if the function is cancelled.

If you choose to use Seasons Restaurant to provide a bar service you will not be able to bring your own drinks. Please phone to discuss your specific catering requirements with the restaurant. The staff from Seasons Restaurant will help set up the room for your function and help return it to how it was found at the end of the evening. It will be your responsibility to ensure your guests have left the building by 12.00 midnight. Please read the conditions of hire as an extra charge can be made if these requirements are not met.

**Tel:** 01425 470537 **E-mail:** info@seasonscoffeebarn.co.uk



The Barn is usually available to hire between 7.00pm and 12.00pm, however the time from which the Barn is available is dependent on the opening hours of the restaurant which varies throughout the year.

The seating capacity for the barn is 120 people, but less if you require a dancing area. We also have a few trestle tables that may be available upon request and there are picnic benches on the patio area.

The car park has limited lighting. Please advise your guests to bring a torch to help them find their way at the end of the evening. No parking charges apply for your guests on the evening of your event.

1. The agreed hire period must be adhered to and the building returned to the person on duty at the agreed time. A charge of £100.00 per hour or part thereof will be made if the agreed hire time is exceeded.
2. The agreed hire fee must be paid in full two weeks before the evening of the hire.
3. The barn shall be left at the end of the hire in the condition that it was let. A charge of £50.00 will be made if this condition is not met.
4. The hirer will be responsible for ensuring that the building is used properly and that all fixtures and fittings are used for the purpose that they are intended for. Any breakages caused as a result of the misuse of the hirer or guests will be charged for accordingly.
5. You may bring your own decorations however the following rules must be followed: no Blu-tack, stick pads, nails or screws on the beams, drawing pins only - no stickypads, sellotape on the white areas of the walls, blu-tac or drawing pins only - do not allow helium balloons to escape into the roof space - please take all decorations away with you at the end of your event.
6. As the hirer, you are covered under Dorset Council's Public Liability Insurance, however this insurance does not cover you for claims against yourselves from those attending your function. The hirer must ensure that arrangements are made for cover against any such claims.
7. Dorset Council reserves the right to refuse to hire the barn to any group, individual or organisation and the right to stop a hire in progress for inappropriate behaviour.
8. The cost of the hire includes the use of the main ground floor barn area, the patio to the rear of the building, toilets, all lighting and caretaking services. The kitchen and Information Point are excluded from the hire.
9. You may not sell alcohol on the premises. Seasons Restaurant can offer a bar service alongside their catering, or you may organise for an outside bar facility to come in who will apply for a TENS licence. In this instance, we will require a copy of the relevant paperwork.
10. No combustible material, of whatever nature, may be brought into the building or used during the period of hire i.e hay or straw bales, indoor fireworks, braziers, barbeques (unless on the outside patio), maroons or other theatrical effects. This list is not exhaustive.
11. Due to the building being of timber frame construction there can be NO SMOKING in the building and no naked flames (i.e. candles).
12. All rubbish, of any kind, must be disposed of in plastic bags and deposited as instructed by the Ranger on duty during the period of hire.
13. All current Covid guidance, at the time of hire, must be adhered to and is the responsibility of the hirer to ensure all guests follow the restrictions in place, including, but not limited to, face coverings, maximum numbers, test and trace rules and social distancing.
14. All guests will be required to check in to the NHS test and trace service, unless the guidance has changed at time of event, which will be confirmed beforehand. It will be hirers responsibility to ensure this happens for all guests. Please note a smart device is needed for this process
15. It will be the hirers responsibility to inform Moors Valley of any subsequent positive Covid cases with any of the party
16. Dorset Council reserve the right to cancel this booking, due to changing Covid guidance, without any notice period, depending on the nature of the guidance. In this instance Dorset Council will honour a future booking, where possible, or your deposit / booking fee will be refunded.

