



## 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 ranger on duty.

### Option A: Basic Barn Hire

**DIY Barn Hire: £500**

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 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: The Barn Cafe

The Barn Cafe 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 The Barn Cafe for your catering requirements, the full barn hire fee will be reduced.

**Barn Hire with Cafe catering and bar: £195**

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

If you choose to use The Barn Cafe 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 The Barn Cafe 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 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:** rangers@moors-valley.co.uk



The Barn is usually available to hire between 7.00pm and midnight, however the time from which the Barn is available is dependent on the opening hours of the Cafe which varies throughout the year. The seating capacity for the barn is 120 people, but less if

## Conditions of hire

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 £75.00 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 sticky pads, 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. The Barn Cafe 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. Dorset Council reserve the right to cancel this booking, without any notice period. In this instance Dorset Council will honour a future booking, where possible, or your deposit / booking fee will be refunded.

