

Bluecoat Meeting Rooms



Terms & Conditions of Hire & Important Information

Conditions of Hire for All Bluecoat Meeting Rooms

The use of Bluecoat meeting room facilities is permitted only upon the conditions below. [Agreement to a booking is agreement to our terms and conditions](#). The person whose name the booking is made (aka “The hirer”) will be responsible for the observance of the terms and conditions.

- The hirer is directly responsible to The Chester Bluecoat Charity (TCBC) for the proper and agreed use of the meeting room.
- The preferred layout of the room should be stated by the hirer prior to the hire date.
- The hirer is responsible for the health and safety of their guests, and this includes fire safety. There are no designated Fire Marshalls on the Bluecoat premises. Hirers must familiarise themselves with fire safety and emergency escape routes within the Bluecoat. It is the hirer's responsibility to ensure that they have briefed their guests on how to leave the building safely. On hearing the alarm within the building, the hirer must ensure they and their guests evacuate immediately.
- The hirer will be required to reimburse TCBC for all expenses incurred in reinstating any damage to the premises, furniture, equipment, kitchen, grounds etcetera caused by the hirer, or any person permitted on to the premises by the hirer.
- The room hirer must ensure that the room is vacated by 5.00pm prompt (unless otherwise agreed in advance).
- The hirer must return the room to the condition it was found in, including moving furniture back to its original position.
- The hirer is responsible for ensuring that any equipment they bring on site is checked for safety and appropriateness of use, including, but not limited to, electrical safety testing. The health, safety and wellbeing of the hirer's guests are the responsibility of the hirer.
- TCBC is not responsible for the loss or damage of any equipment or materials brought onto, or stored, on site. Anyone storing items at the Bluecoat does so entirely at their own risk, and should make appropriate insurance arrangements.
- TCBC does not provide tea/coffee/milk or food, though hirers are welcome to bring in their own. Hot water and mugs can be provided free of charge, but the hirer must request these in advance of their room hire date. Refreshments can be purchased from *Calm Coffee CIC* based in the Bluecoat's lower ground suite.
- There is no I.T. support at the Bluecoat.
- No smoking is permitted anywhere within the Bluecoat building.

Bluecoat Meeting Rooms Important Information

Cancellations

A cancellation of meeting room hire must be confirmed in writing. If a cancellation is confirmed fifteen days or more prior to the scheduled room hire, no cancellation charges will apply. If fourteen days or less notice is given, then the following charges are applicable:

4-14 days before the room hire:	50% of the room hire fee
3 days or less before the room hire:	100% of the room hire fee

Room Hire Payments

Invoices are issued for all meeting room hire which state TCBC bank details. We only take payment via bank transfer. Payments should be made no later than the payment date stated on the invoice.

Access Statement

The Conference Room, the Galeka Room and the Stratford Room are located on the Bluecoat's first floor. For wheel-chair users we provide ramp access into the building, and a lift up to the first floor. The lift takes a maximum weight of 500kg (large electric wheelchairs or mobility scooters may exceed this weight and it is the hirers responsibility to check this in advance). Advance notice should be given to TCBC staff if ramp usage is required.

The Oak Room is on the ground floor with step-free level access.

More information on the Bluecoat building's accessibility can be found on the AccessAble website:

[Chester Bluecoat Charity - Main Building | AccessAble](#)

Parking

There are no car parking facilities at the Bluecoat. Nearest carpark are Garden Lane Carpark and Fountains Carpark (both are just a few minutes' walk away from the Bluecoat building).

Defibrillator

A defibrillator is mounted on the wall next to Door 2, on the main path into the building.