

Bohemia Walled Garden Association

User Agreement

This form can be used for one off events or for organisations/individuals who wish to use the garden on an ongoing basis.

The Bohemia Walled Garden Association (BWGA) welcomes members of the community to share the garden for events that meet the garden's charitable objects.

Of most importance is the need to respect the natural environment, both within the walled garden and outside in the woodland. We value this as a place for gardening, for education and community enjoyment.

If you would like to use the Walled Garden for an event please contact us by email info@bohemiawga.org.uk

More Information can be found on our website: www.bohemiawga.org.uk

We have written a general risk assessment document for events & activities that is available for you to use which you must read. You will need to add any specific activities being completed during your use. A member of the garden will be assigned to you to discuss your event. The committee will decide if the proposed event is suitable. Depending upon the type of event, some support may be available from BWGA members. A map of the garden & access to it is available on our website.

Terms & Conditions

- You use the garden at your own risk and you may need insurance to cover your use.
- We are a charity and would usually expect a donation. Cheque should be made payable to "Bohemia Walled Garden Association".
- Risk assessments in addition to those of written by the BWGA risk assessments may be required depending on the event.
- Emergency information is displayed in the inside notice board by the main door.
- Users need to provide their own first aid person and First Aid box.
- We expect the garden to be left tidy and all rubbish must be taken away.
- Sound systems are not to be used.
- Some tables & chairs can be supplied by request.
- Please familiarise yourself with the safety details on our web site.
- We reserve the right to refuse events not suitable for the garden.
- There is no mains water or electricity supply in the garden.

Note:

We are run entirely by volunteers and will need to liaise with them to open and close the garden. Please give us as much notice as possible before the event for arrangements to be made. Organisations wishing to use the garden for an ongoing arrangement need to register as a member on our web site (See "Get Involved" page).

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It is important that we have a named person to act as contact point and whose email and contact details are recorded. From time to time we may need to get in contact to advise of garden closures or other urgent matters.

Please provide the details of the proposed event below and return this form as soon as possible.

Name of organisation (if relevant)

Type of organisation (if relevant)

(e.g., School, charity, etc)

Contact Person

Contact Mobile Number

Contact Email

Description of proposed event

Please explain how you will use the garden.

Maximum number expected to attend

Required Date

Start Time

End Time

Please confirm you have read the safety information details on our website? (tick)

Please confirm you use the garden at your own risk? (tick)

For Organisations, please supply a copy of your public liability insurance and a risk assessment for your intended use.

Return by Email: Please sign below and scan & send all pages (including insurance and risk assessment if applicable) to: info@bohemiawga.org.uk

Signed _____

Printed Name _____ Dated ___/___/___

Return by Post: Sign above and send all pages (including insurance and risk assessment if applicable) to Bohemia Walled Garden Association, C/O Jackson Hall, Portland Place, Hastings, East Sussex, TN34 1QN