

BWGA User Agreement

This form can be used for one off events or for organizations who wish to use the garden

The Bohemia Walled Garden Association welcomes members of the community to share the garden for events that meet the garden's intentions (outlined in our constitution).

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 Bohemia Walled Garden Association by email bohemiawga@yahoo.co.uk

INFORMATION

Details of the BWGA's constitution and other information can be found on our website: www.bohemiawga.weebly.com

A general Risk Assessment document for events & activities is available at the garden and must be inspected. 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

- BWGA will need to see details of your Public Liability insurance cover.
- The BWGA may ask for a share of the donations.
- Risk assessments in addition to those of BWGA will be needed.
- First Aid box & emergency information are available in the shed at the garden.
- Users need to provide their own first aid person.
- BWGA will expect the garden to be left tidy & all rubbish must be taken away.
- Sound systems are not to be used.

ALCOHOLIC BEVERAGES

If alcohol is to be provided at the event a license for the location will need to be sought from Hastings Borough Council.

This must be obtained by the user, and the BWGA committee will wish to see any permissions that are granted if there is an expectation to sell or distribute alcohol.

If people attending are allowed to bring their own alcohol, it must be made clear that the garden ethos is maintained as in the statement above and is only for personal consumption.

NOTE

Some tables & chairs can be supplied by request.

Some support can be provided by request

BWGA User Form

Please provide the details requested that are listed below and confirm that you accept the user conditions of the Bohemia Walled Garden Association.

- * Name of organization or person requesting to use the Walled Garden
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- * Description of proposed event **or how you will use the garden....**
.....
- * Maximum number expected to attend
.....
- * Dates and open & close times/**or when you will be using the garden**
.....
- * Is it a private or general public event? **Or are you a plot holder**
.....
- * Is it for business, charity or private purpose? **Or are you a school or organization**
.....
- * Will some form of admission fee be charged, donation or otherwise?
.....
- * Will you be taking bookings?
.....
- * **Do you have public liability insurance to cover possible claims?**
.....
- * **Can you prepare your own risk assessment?**
.....
- * Do you plan to sell or offer alcohol at a public event
.....

Information about applicant:

- * Name & position of the person to make the booking
.....
- * Postal address
.....
- * Geographic (land-line) telephone number
.....
- * Mobile Telephone Number
.....
- * Email address
.....
- * Website
.....

I accept the terms of the "BWGA User Agreement" as shown above.

NAME

SIGNATURE

DATE