

Guide to booking and using Barracks Lane Community Garden including terms and conditions

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Introduction

The Garden is a unique and special venue that is available for private events including parties, celebrations, courses, workshops, play groups, training days and demonstrations. Some of these are one-off and others are regular bookings.

When you book the Garden you have use of all the facilities including the large octagonal cabin, with a wood burning stove, which seats forty, a pizza oven, a bonfire and barbeque area, a covered area with a basic outdoor kitchen, table and chairs and tandoor oven, and sandpit. There is a woodfired bread oven (different from the pizza oven) but this is only suitable to use if you have been inducted (it is complicated!) The Garden is accessible if you are using a wheelchair or have limited mobility. There is a fully accessible composting toilet.

Because the Garden is run by volunteers and there is no caretaker or staff, each person using the Garden has to take responsibility for it. There are terms and conditions (see below) which need to be understood and agreed to when you book the Garden. When you sign the booking agreement you are agreeing to these.

1. How to make a booking

1. Read the term and conditions below to see if the Garden is the right venue for your event. If you are still unsure please [contact us](#) for more information.

2. Look on our [online calendar](#) to see if the date you want is free.
3. Email: barrackslanegarden@yahoo.co.uk or phone: 07729 655 543 to confirm the date and times and make a provisional booking to reserve your dates.
4. Complete the booking contract form (available as a separate document on the resources page of the website <http://www.barrackslanegarden.org.uk/resources.php>.) and send it to us with your donation. All payment details are given on the booking contract.
5. If you still can't find what you are looking for there is additional information in our [Frequently Asked Questions](#). If you need any further assistance please contact us. Email: barrackslanegarden@yahoo.co.uk or phone: 07729 655 543.

Do visit the garden before your event! The garden is often (but not always) open on a Saturday when the gardener can show you around. Outside of these dates we can arrange an induction for you – get in contact.

2. Donations

Barracks Lane Community Garden is a small charity run by the community for the community. Donations for the use of the Garden are vital to its survival.

Donations go towards the running costs of the project, such as water rates and insurance and administration costs and allow us to keep the garden open for bookings throughout the year, and to continue to develop our resources for the benefits of users. As a guide, for private bookings people generally donate around £12.50 -£25 per hour, the average donation for a private event such as a children's party is **£15 per hour**. Some people pay a lot more because they want to support the garden as a community resource. We ask people to donate based on their circumstances and the number of people they will have at the garden. We also aim to ensure that no-one is excluded from using the garden if they cannot afford a donation of a particular value. This is particularly the case for community events in tune with the garden aims and objectives, which are starting up and which are not charging fees. Please contact the Coordinator if you have any questions about donations.

The suggested minimum of £12.50 -£25 per hour covers:

1. Contribution towards booking administration and key arrangements.
2. Contribution towards maintenance of the garden, the compost toilet and all its features.

3. Access and use of garden. This includes costs such as using water for drinking and cleaning dishes, and for using toilet/toilet paper, etc.
4. Contribution towards electricity (see next section for details).
5. Privacy of booking – you have the site to yourselves for the duration of the booking unless the coordinator arranges otherwise with you.

What the donation does not cover:

Gas: this is an expensive item for the garden to have available, and also requires time when it needs replacing. Therefore, whilst we make gas urn available for use, there is an additional charge of £4 for up to half a day (4 hrs) and £8 for a full day (8 hrs). As a sustainable project, we ask people to use the gas responsibly and turn it off once the urn has boiled. There is a flask you can put hot water into. Water left over can be used for washing dishes etc, and the urn must be emptied prior to the end of your booking. If you notice the gas is running low, please inform the Coordinator by emailing barrackslanegarden@yahoo.co.uk.

Electricity: We remind all user groups and private bookings that this is a sustainable project. For an evening or winter bookings, users may turn on the lights in the cabin and shelter and garden (and turn them off again at the end of the booking). For any other use of electricity (i.e. plugging in something), the garden would expect an additional donation (to be agreed upon prior to confirmation of booking) to cover this cost. Note: electric kettles should not be used as they use lots of energy/resources; if you wish to heat water, please see 'gas' above.

Wood: We ask user groups and private bookings to bring their own wood for the wood stove in the cabin and for the pizza oven and barbeque and bonfire if used. Only dry/seasoned wood should be used (not green wood or wood that isn't completely dry). We expect that the wood stove will need around 30 minutes or so to really get going to warm the cabin.

At the end of the booking please clean up and all waste/rubbish taken away with you for disposal. We do not have any rubbish collection on site.

3. Booking terms and conditions

If you want to use the garden for group activities during the public opening times (currently 11am – 5pm on Saturday) you need to discuss this with the coordinator. We do often have bookings when

the garden is open, but you need to be aware that the gates must be kept open for other visitors at all times during your booking.

The person booking the garden must sign and return the booking contract and agree to be accountable for use of the site during its use. This includes carrying out a **risk assessment** before the meeting or event takes place. There is an example risk assessment on the resources section of our website. This is intended to supplement rather than replace any existing risk assessment procedures carried out by the group making the booking. (The garden does not need a copy of any risk assessment undertaken, only confirmation that one has been carried out). If the garden is being used for course or similar event where the public is charged for entrance, the person running the course must ensure that they have their own insurance to cover their liability, including public liability for this event.

Whilst using the garden please ensure that:

- children are accompanied at all times by their parents or carers, who have responsibility for their safety
- alcohol or drugs are not consumed on site
- any waste materials that cannot be used for composting are taken away by the person(s) who brought them on site.
- if your booking is on Saturday between 11am – 5pm the gates must be open for drop in visits by members of the public. This a condition of our lease.

Note: The Trustees and/or Coordinator reserve the right to drop-in during the period of your booking.

By completing the booking contract you agree to:

- Be responsible for yourself and others you bring onto the garden site, and to have completed a **risk assessment** prior to the booking taking place. You can download an example risk assessment from the resources section of our website (<http://www.barrackslanegarden.org.uk/resources.php>) which you are welcome to adapt for your own use.
- Only use of the space for activities in keeping with the aims, objectives & the community spirit of the garden.
- Abide by the rules and the health and safety policies which are displayed on the site notice board and outlined in this agreement.
- Be aware that all gardens potentially contain some plants that may be poisonous or may cause an allergic reaction. Users are responsible for taking care around plants to ensure your safety, and that

of your dependants, within the garden. Poisoning occurs from eating parts of certain plants (leaves, berries, etc) but allergic skin reactions can result simply from touching certain plants.

- Only use equipment or tools or materials from the shed *only if agreed* by the Trustees or coordinator in advance.
- Supply your own wood/charcoal if using the wood burner or the fire pit; to undertake a risk assessment and supervise at all times; to make sure all fire is put out and area clean before leaving the site.
- Use the minimum amount of water from the tap (water for use other than cooking or drinking can be taken from the containers at the side of the shed), and to make sure the tap is turned off after use.
- Report damages or hazards to the Coordinator or Trustees.
- Ensure that no rubbish or tools are left out at the end of the session & that the sandpit is covered after use.
- Ensure all lights/electricity have been switched off.
- Ensure that all dishes etc washed, dried and returned to their appropriate place and that the urn has been emptied of all water. No food or other items should be left behind.
- Ensure that the shed is locked and the cabin and garden are left at least as tidy as they were on arrival.
- Ensure that the compost toilet is used according to the instructions and is left in a clean and orderly state.
- To ensure all waste (both recycled and landfill items) have been collected and taken with you when the booking is complete. Your booking should include enough time to set/pack up and tidy up.
- **Ensure that the gate is locked when leaving & the key returned to 36 Kenilworth Avenue, Oxford OX4 2AN (unless otherwise agreed).**

4. Frequently asked questions

A full list of **frequently asked questions**, including specific conditions if you wish to book the garden on weekends between 11am-5pm (March to October), can be found on our website at:

http://www.barrackslanegarden.org.uk/booking_faq.htm

5. Picking up the key for access

Once your booking has been confirmed; please contact the Coordinator at least 48 hours before your booking starts, to arrange a time to collect the key to access the garden for your event. Email

barrackslanegarden@yahoo.co.uk or call 07729 655 543. Normally you will collect the key from **36 Kenilworth Avenue, OX4 2AN** and return it here when you booking has finished.

Phew! Sorry there seems so many terms and conditions ... it is because the garden is truly a community one and as venue receives over 6,000 visits a year.

Most importantly the trustees hope you enjoy this unique and wonderful space and by doing so become a part of the gardens' community.