



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

Updated July 2023

### **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
- A tandoor oven
- A 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 by emailing

[barrackslanegarden@yahoo.co.uk](mailto:barrackslanegarden@yahoo.co.uk)

2. Look on our online calendar (found on the bookings page) to see if the date you want is free and complete the online booking form

3. The Coordinator will check your booking requirements then email you to confirm your booking **(please note that the Coordinator works part time and does not always have daily access to the email. The Coordinator does not work at the weekend)**.

4. You will then need to pay the donation for using the garden. Once you have done this the Coordinator can add your booking to the calendar.

**5. You will need to have an induction to the garden before your event. We will sent this up once we have received your completed booking form. The induction will take about half an hour.**

6. 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 [barrackslanegarden@yahoo.co.uk](mailto:barrackslanegarden@yahoo.co.uk)

## 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 £15 -£35 per hour, the average donation for a private event such as a children's party **is £25 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. For bookings over 50 we request a donation of £35/hour. You will be surcharged on the day if your booking is over 50 on the day and you haven't indicated this in advance.

### ***The suggested minimum of £15-£35 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:***

**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. **Users can only use equipment that is provided by the garden. You must not bring in additional equipment e.g. kettles, toastie makers, grills.**

**Wood:** You can buy bundles of kindle and logs from the garden. If you would like to do this you should indicate this on the booking form. If you choose not to do this and you want to use the wood stove in the cabin, the pizza oven or a barbeque (you will need to bring your own BBQ) and/or the bonfire you will need to bring your own wood . 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, this includes ashes from the pizza oven etc.

### 3. Booking terms and conditions

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 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

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
- If not buying wood from the garden, supplying 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. **Under no circumstances must nappies or sanitary products be put in the compost toilet**
- 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 38 Kenilworth Avenue, Oxford OX4 2AN (unless otherwise agreed)**

#### **4. Frequently asked questions**

A full list of **frequently asked questions** can be found on our website at:

[http://www.barrackslanegarden.org.uk/booking\\_faq.htm](http://www.barrackslanegarden.org.uk/booking_faq.htm)

#### **5. Picking up the key for access**

Once your booking has been confirmed the Coordinator will let you know where you need to collect your key from. It is usually 38 Kenilworth Avenue, Oxford OX4 2AN. You should return it here when your 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 about 5,000 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.**

## Barracks Lane Community Garden Project

### Contract / Invoice for booking the garden 2022/23

Charity No. 1116544 and incorporated as Company No. 05945388

This booking form needs to be filled in and submitted by email to  
[barrackslanegarden@yahoo.co.uk](mailto:barrackslanegarden@yahoo.co.uk)

Once you have made your donation we will confirm your booking and add it to the calendar.

This form is a contract between yourself and Barracks Lane Community Garden Project.  
Before you complete it please read the 'Guide to booking and using the garden' as referred to above.

#### Booking form *(please use block capitals)*

Section 1	Your contact details
Name	
Address	
Telephone	
Mobile	
Email	

<b>Section 2</b>	<b>Your event, date and timings</b>  (Parking restrictions are in place on Barracks Lane and the surrounding roads. Please make sure you make note of the time limits on the parking bays)	
<b>Please tell us how many people will be part of your booking</b>  The maximum number of people you can have in the garden is 120.  For bookings over 50 we request a donation of £35/hour. You will be surcharged on the day if your booking is over 50 on the day and you haven't indicated this in advance		
<b>What is your booking for?</b>  E.g. children's party		
<b>Would you like chairs and tables left out for your booking?</b>  We have 20 adult chairs and 8 tables	<b><u>Number of adult tables and chairs</u></b>	<b><u>Number of child tables and chairs</u></b>
<b>Date of your booking</b>		
<b>What time would you like your booking to start from? (When you collect the key) and when it will end (when you return the key)</b>  Entrance and exit times must be strictly adhered to.		
<b>What is the total number of hours for your booking?</b>		

<b>Section 3</b>	<b>Paying a donation</b>	
<b>Item</b>	<b>Amount</b>	<b>Total £</b>

<b>Garden hire</b>	We suggest a donation of £15 - £35 per hour for the hire of the garden.  The average donation for a children's party is £25/hour.	
<b>Electricity</b> - there is no charge to use electricity for lights in the cabin, but if you wish to plug something in, e.g. the urn or induction hob we request you make a donation towards the use of electricity	£6/half day	
<b>Pizza Oven</b> – there are many videos you can watch on social media to find out how to use this- please bring your own wood.	£4 per session	
<b>Would you like to buy some wood off the garden for the pizza oven or log burner?</b> <b>You will need to bring your own firelighters</b>	£5 a bundle of kindling  £8 a bundle of logs	
	<b>Total Amount you are paying</b>	<b>£</b>

<b>Section 4: Making a payment</b>  Please pay by BACS if you can	
<b>Payment method</b>	
<b>Bacs:</b> Cooperative Bank Account number: 65547016 Sort Code: 08-92-99 Name: Barracks Lane Community Garden Project	Please indicate here the date you made the BACS payment and the reference you used. If you can please use your surname and date of booking as the reference

<b>Section 5: Your agreement – please sign this section or type in your name.</b>
1. I have read the 'guide to using the garden' and agree to the terms and conditions on the website.

2. I understand that I use the garden at my own risk and take responsibility for my event and visitors to my event.

3. I will collect the key at the start of my booking at the time given above from 38 Kenilworth Avenue, OX4 2AN and return it at the end of my booking unless otherwise agreed with the Coordinator

**Signed (you can type your name here in place of your signature):**

**Date:**

**Many thanks**