

Telephone Enquiries to
Gaynor Scriven :- 0121 705 7188
or Email
bookings@stswithinshouse.co.uk



House Address :-
St Swithin's House
Barston Lane,
Barston
West Midlands
B92 0JU

Booking Tariff for St Swithin's House To 30th June, 2010

Residential Stay - Weekends

6pm Friday to 6pm Sunday
£25.00 per person/weekend
Minimum charge £250

Non Residential Weekends

9:30am - 1:30pm
2:00pm - 6:00pm
6:30pm -10:30pm

Non Residential Weekdays

9:30am - 1:30pm
2:00pm - 6:00pm
6:30pm -10:30pm

Residential Stays – Weekday Use

6pm to 1:30pm the next day
£12.50 per person/ night - Minimum Charge £75
Each Afternoon session add £17.50

Numbers using House

1-20	21-40	41-60
£50	£60	£82

For each part of day

Minimum charge for each part of day £50

Numbers using House

1-20	21-40	41-60
£40	£45	£55

For each part of day

Minimum charge for each part of day £40

Barbecue Area Use - This facility is FREE to groups staying overnight during the week or at weekends. Any additional guests £2 per person. Use of BBQ only - £20 + visitors £2 per person. Minimum Charge £20 - Includes use of Kitchen, Toilet block, Games Room and Plastic chairs (35) and 9 tables. **BBQ Fuel is not provided.**

Churches in Urban Priority Areas receive a 25% discount

Terms :- Payment 14 days date of Invoice. **Cancellation of booking** - within 7 days – Minimum Charge 28 days – Half Minimum Charge. All other cancellations, subject to loss of deposit

Please enclose a deposit cheque made payable to 'St Swithin's House Trust'. **£50 for Residential stays or £30 for Non-Residential use.** Please mail the completed booking form and deposit to the address below.

Booking Tariff for St Swithin's House From 1st July, 2010

Residential Stay - Weekends

6pm Friday to 6pm Sunday
£26.00 per person/weekend
Minimum charge £260

Non Residential Weekends

9:30am - 1:30pm
2:00pm - 6:00pm
6:30pm -10:30pm

Non Residential Weekdays

9:30am - 1:30pm
2:00pm - 6:00pm
6:30pm -10:30pm

Residential Stays – Weekday Use

6pm to 1:30pm the next day
£13.00 per person/ night - Minimum Charge £75
Each Afternoon session add £18.00

Numbers using House

1-20	21-40	41-60
£52	£63	£85

For each part of day

Minimum charge for each part of day £50

Numbers using House

1-20	21-40	41-60
£42	£48	£58

For each part of day

Minimum charge for each part of day £40

Barbecue Area Use - This facility is FREE to groups staying overnight during the week or at weekends. Any additional guests £2 per person. Use of BBQ only - £22 + visitors £2 per person. Minimum Charge £20 - Includes use of Kitchen, Toilet block, Games Room and Plastic chairs (35) and 9 tables. **BBQ Fuel is not provided.**

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Please enclose a deposit cheque made payable to 'St Swithin's House Trust'. **£50 for Residential stays or £30 for Non-Residential use.** Please mail the completed booking form and deposit to the address below.

Tariffs are subject to review. Please check with when Booking Administrator



Booking Form :- Name of Group.....

Date arriving Date departing Time arriving Time departing.....

Name First leader Name Second Leader.....

Address..... Address.....

.....

Telephone.....Post Code..... Telephone..... Post Code.....

Email Address Email address.....

Number in Party :- Adult..... Children..... If making a Residential Booking :- Male Female.....

Signature of Leaders accepting House Conditions of Use and responsibility for Fire Safety Evacuation procedures stated on following page. Also when Group has members under 18 years confirming that you are able to produce, if required, a signed Child Protection Policy & Procedures Statement

Signature Signature
First Leader..... Date..... Second Leader.....Date.....

Deposit Amount £..... .. paid

Please note our Conditions of Use for the House are shown on the next pages together with the things you will need to bring with you when staying overnight at St Swithin's House.

**Please mail completed form and send with appropriate deposit cheque to
St Swithin's House Trust, C/o 3, Froxmere Close, Solihull, West Mids. B91 3XG**

15/11/09



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Things to Bring for Individuals

SLEEPING BAG - PILLOW CASE - TOWEL
TOILET KIT – INDOOR FOOTWARE -
ANY PERSONAL MEDICATION

Groups Leaders

FOOD – TEA TOWELS -
FIRST AID KIT (a basic kit is
provided and can be found in
the kitchen)

Conditions of Use

1. Groups must originate from a bona fide church organisation, Christian Union or similar Christian based assemblies etc. OR applicants must be connected with Barston Parish Church or be a parishioner of Barston.
2. All groups **must** have mature and responsible leadership staying with the group throughout.
3. Mixed male/female groups **must** have responsible leaders of both sexes,
4. Groups using St Swithin's House are asked to be considerate at all times to the village residents living near to the House, and especially at night.
5. Groups are required to observe the **strict No Smoking** rule at all times within the House and Games room.
6. **Damages and breakages**, however caused, are the responsibility of the group in residence and must be reported to the Administrator, and if required, paid for before leaving.
7. The Trust will always do its best to honour firm bookings, but regrets that if, for reasons beyond its control, cancellation of a booking becomes necessary then it accepts no liability beyond the return of any deposits/booking fees paid.
8. If, after your visit, any personal items left in the House or grounds that are not claimed within 3 months will be disposed of.
9. **Group Leaders who bring children and young people under the age of 18 years are required to have their own signed Child Protection Policy and Procedures document in place reflecting the nature of their work and that Leaders have been Criminal Record Board (CRB) cleared.**
10. **Children and young persons under the age of 16 years are NOT permitted to use the 'Quiet Room' on the third floor.**
SLEEPING IN THIS ROOM IS ABSOLUTELY FORBIDDEN
11. **Part of the ground floor of the house (dining room) may be used by Barston Young Church on the first Sunday in a month between 10:30 and 12 noon.**
12. **Although inspected and PAT tested annually as required, House users are requested to check any portable electrical equipment provided by the Trustees to ensure safety of use.**
13. **In the event that a candle or any other naked flame is being used by a group, a responsible adult leader must be present at all times.**
14. **Leaders must accept responsibility for their group's activities within the House and ensure that all of their party are aware of Emergency Fire Routes and the operation of Fire Escape doors. Leaders must complete the Fire Evacuation Roll Call Record form to be found hanging near the Control Panel in the Entrance hall. Important information for your safety is contained in the House Users Instruction which includes the operation of the Fire Alarm System and locations of water stop cocks and Electrical switchgear. A copy of these instructions can be found in the main entrance Hall.**

THE TRUSTEES AND MANAGEMENT OF ST SWITHIN'S HOUSE TRUST cannot accept responsibility for any activities undertaken by those hiring the House and Hirers are asked to ensure that their own Public Liability Insurance is arranged to cover against any claim made against them in respect of any activity that they are responsible for, any equipment they bring onto the premises or any damage caused to the premises