

DR EDWARDS & BISHOP KING'S FULHAM CHARITY

(Established by the Wills of Dr Thomas Edwards in 1618 and Bishop John King in 1620)

Percy Barton House
33-35 Dawes Road
London SW6 7DT
Tel: 020 7386 9387
email: clerk@debk.org.uk

USE OF PERCY BARTON HOUSE: GENERAL INFORMATION

1. Facilities

Ground floor meeting room, kitchen and toilets all fully accessible. Additional toilet facilities in the basement. **Capacity approximately 50 people.**

An urn, cups, plates and cutlery are available for use but hirers must bring their own tea, coffee, etc. and clear up after themselves. Rubbish bags are provided. These must be placed in the dustbins at the front of the building. If the premises are to be used for a function, hirers will be charged for the cost of extra cleaning.

2. Availability

9am to 10pm Monday to Saturday for local groups with low income users.

These groups will have clearly defined charitable purposes and will be eligible for a discretionary rate to be agreed from time to time by the Trustees. Other organisations which do not meet these criteria will be able to rent the premises at an appropriate commercial rent, if there is an absence of charitable users.

Groups are requested to leave the building quietly in the evenings as Percy Barton House is located in a residential area.

The Trustees of the Charity reserve the right to refuse any application for the use of the premises.

3. Charges (from 1st April 2007)

£10 per hour for charities, voluntary self-help and local community groups with charitable purposes and £15 per hour for commercial groups. Public meetings eg Annual General Meetings: £30.00 - £50.00 per booking.

£16 'key' charge will be applied per session at weekends and evenings.

A refundable deposit of between £50.00 and £100.00 will be requested to cover damages.

Grants are available on application to the Charity for local community groups and unfunded organisations.

4. Payment

One-off bookings: in advance with booking form.
Regular bookings: invoiced monthly.

5. Cancellations

In the event of Dr Edwards & Bishop King's Fulham Charity cancelling a booking due to circumstances beyond their control, booking fees will be refunded in full but the Trustees will not be liable for any loss or costs already incurred by the hirer.

6. Smoking

Smoking is not permitted on the premises.

7. Supervision

The premises must not be left unattended at any time and booking times must not be altered without prior notice.

The person/s in charge of the group or activity must familiarise themselves with the position of fire exits and fire escape procedures. In the event of a fire, ensure that everybody evacuates the building and the fire service is called.

A First Aid box is located in the kitchen.

Lights must be switched on in the basement and on staircases.

8. Liability

Dr Edwards & Bishop King's Fulham Charity will accept no liability for any injury or loss arising from the use of Percy Barton House.

All groups and organisations must have their own insurance cover.

Updated March 07