

St Bede's Conference Centre



St Bede's Conference Centre



St Bede's is a private Conference and Meetings Venue, located in the grounds of St Raphael's Hospice, just off of the London Road, Cheam.

The Conference Centre has recently been refurbished to a high standard and offers 3 rooms for hire, all on ground level with disabled facilities, as well as state of the art presentation equipment. There is on-site parking for up to 10 cars, with additional parking available by arrangement.

St Bede's Conference Centre is a "Covid-Safe" environment, therefore room capacity and seating arrangements are subject to current government guidance. Hand sanitiser is provided.

The Conference Room

The main Conference Room can be adapted to any layout, has comfortable seating for up to 100 people in a theatre style and has modern presentation equipment with surround sound and a large 9ft screen. The Conference Room can also be connected to our Café space (**see Extras on page 4).



The Wellbeing Room

The Wellbeing Room is a bright meeting space, perfect for informal meetings with armchair seating for 12 and further seating for 16 “around the kitchen table”. The Wellbeing Room can also be connected to our Café space (**see Extras on page 4).



Meeting Room 1

Meeting Room 1 is a traditional meeting room furnished with a classic Scandinavian style table and chairs to accommodate 6 to 8 people (*see Extras on page 4).



Room Hire Rates

ROOM	4 Hours	Partner Rates	8 Hours	Partner Rates
The Conference Room	£150	£135	£250	£225
The Wellbeing Room	£100	£90	£150	£135
The Meeting Room 1	£75	£68	£125	£113
Whole Centre	£300	£270	£450	£405

EXTRAS

Any extra hours are to be charged £35 an hour.

* Tea, coffee and biscuits are available by request and charged by number of delegates.

** Our Café Space can also be connected to the Conference and Wellbeing Rooms at an additional cost of £50 per booking, which includes tea, coffee and biscuits for 25 delegates.



St Raphael's

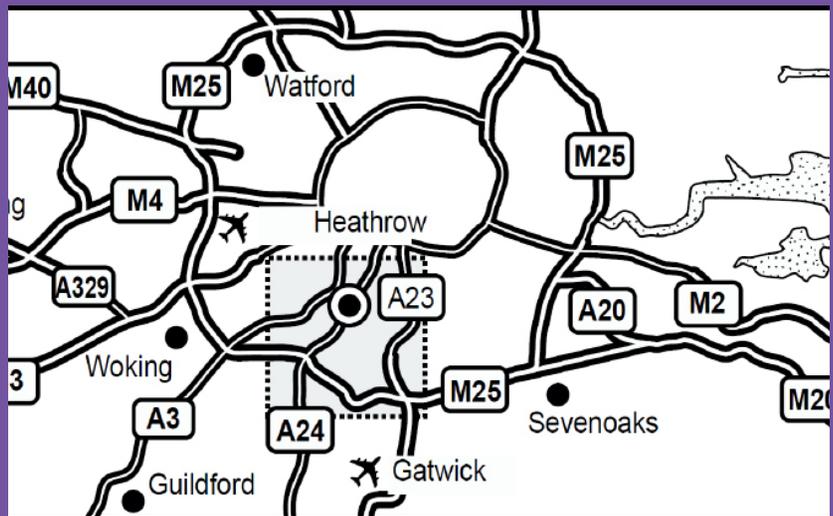
Your Local Hospice



St Raphael's Hospice is situated on the A24, London Road, Cheam and is well served by road and public transport services. Close to the A3 and the M25, it is easily accessible and convenient for both Heathrow and Gatwick airports.

By Car (from M25)

If you are travelling anticlockwise on the M25, then exit at junction 10 (signed Guildford, A3 & London SW). Join the A3 and continue to the Malden Junction. If you are travelling clockwise then exit at either junction 8 (and follow the A217 to North Cheam) or exit at junction 9 (and follow the A24 to North Cheam). The best routes to the Hospice are highlighted on the map opposite. Parking available on site.



By Rail

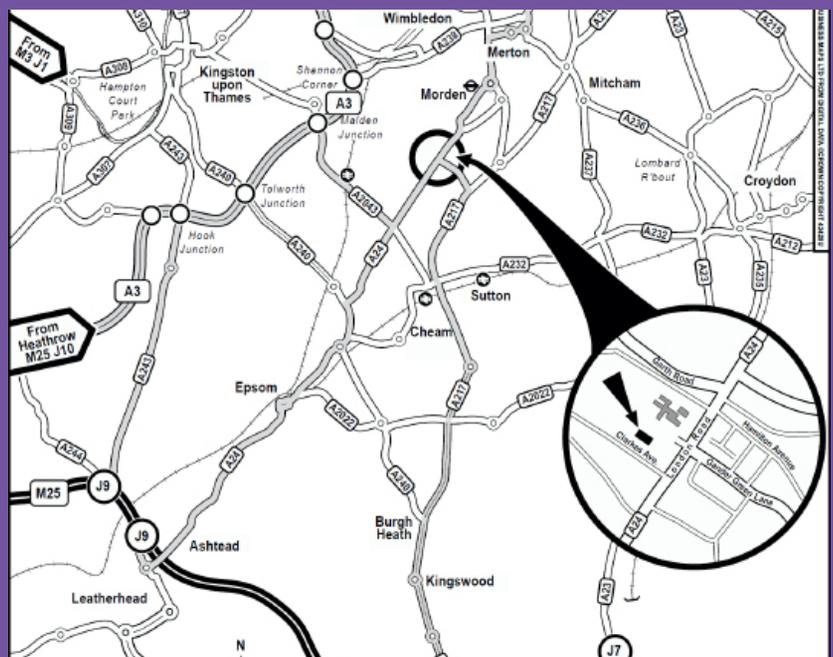
Sutton Station and Cheam Station are on the lines to Victoria and London Bridge. Worcester Park Station is on the Waterloo to Epsom Line. Taxis are available at the stations.

By Underground

Morden Underground Station is on the Northern Line and connects directly with Waterloo, Charing Cross, Euston and Kings Cross stations.

By Bus

The Hospice is on the following bus routes: 93, 413, 293. The 93 and 293 link with Morden Underground Station.



London Road, Cheam, SUTTON SM3 9DX
Email: stevecresswell@straphaels.org.uk
Tel: 020 8099 7777
www.straphaels.org.uk

Terms and Conditions of Hire 1

DEFINITIONS:

In these conditions of hire:

“The Hirer” means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

“The Premises” means the building or part of the building booked and referred to in the contract

“The period of hire” means the date(s) and time(s) for hire referred to in the booking form, contract and other correspondence.

“The Authorised Officer” means the St Raphael's Facilities Manager or any person or persons nominated by him/her.

GENERAL CONDITIONS:

1. The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose or purposes specified in the contract. The hirer will be responsible for the conduct and behaviour of all people attending their event.

2. The hirer shall take good care of, and shall not cause any damage or permit any damage to be done to the premises, or any part of the premises or the fixtures, fittings and equipment on the premises or to any part of the building of which the premises form part or any other building or structure within the curtilage of the building, and any damage caused or permitted by the hirer, his/herservants, agents, contractors or any other person resorting to the premises by reason of his/her hire of them shall be made good by St Raphael's Hospice at the cost to the hirer and the hirer shall inform the The Authorised Officer of any such damage as soon as practical and the hirer shall confirm it in writing within 24 hours of its discovery. The cost of such damage shall be certified by the Authorised Officer whose decision shall be final.

3.1 The hirer shall be liable for and shall indemnify St Raphael's Hospice against all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against St Raphael's Hospice in respect of any damage, theft or loss of property, goods, articles or things placed, deposited, brought into or left upon the premises or other part of the building of which the premises forms a part either by the hirer for his use or by any other person using the premises by reason of his/her hire unless due to the negligence of St Raphael's Hospice, their servants or agents.

3.2 St Raphael's Hospice shall not be liable for any loss due to any industrial action, breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of St Raphael's Hospice, their servants or agents.

4. The hirer shall be liable for, and shall indemnify St Raphael's Hospice against all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against St Raphael's Hospice in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer, unless due to negligence of St Raphael's Hospice, their servants or agents.

5. The Authorised Officer or other employees of St Raphael's Hospice can refuse the right of entry at any time during the hire period.

6. The hirer, employees, agents and contractors shall, during the period of hire and during such other times as they, or any of them shall be in the premises for the purpose of the hiring comply with all requirements of the Authorised Officer.

7.1 The hirer shall, during the period of hire be responsible for:

a) the efficient supervision of the premises, including the orderly and safe admission and departure of persons to and from the premises including the arrangement for, or assisting the Authorised Officer in, the orderly and safe clearance of the premises in case of emergency

b) keeping the premises safe and ensuring good order and decency is maintained

c) keeping the conditions imposed from time to time by the Fire Officer and ensuring that all doors giving exit from the premises shall be kept unlocked and unobstructed, and immediately available for exit during the whole time the premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the premises

7.2 If you fail, in the opinion of the Authorised Officer, to comply with clause 7.1 he/she shall be permitted to suspend or terminate the function for which the immediate clearance of the premises may be required. St Raphael's will not be liable for any damages arising from the termination or suspension unless arising directly from St Raphael's Hospice's negligence

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8. No animal, other than an assistance dog, may be brought on to the premises or into the building without the prior consent of the Authorised Officer.
9. The hirer and his servants, agents, contractors and others allowed on the premises by reason of its hire shall leave the premises by the expiry of the hire period. If they have not, the hirer will be required to pay St Raphael's Hospice a surcharge amounting to the St Raphael's Hospice's normal hire charge for the premises until the premises have been cleared.
10. No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.
11. No nails, or fixing or any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
12. The use of any equipment provided by St Raphael's Hospice is at the risk of the hirer and St Raphael's Hospice will accept no liability or responsibility for it unless any damage to it is due solely to the negligence of St Raphael's Hospice or its employees.
13. The hirer shall be wholly liable and responsible for any loss or damage to the premises or any part of it or its fixtures or fittings or to any of St Raphael's Hospice's equipment used by him/her or by persons permitted on the premises by reason of his/her hire.
14. No furniture or fittings or equipment shall be moved or removed by the hirer.
15. No bills, placards, posters or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises without the prior written authorisation of St Raphael's Hospice.
- 16.1 The hirer shall not permit the use of any naked lights
- 16.2 The hirer shall not bring or permit to be brought onto the premises any weapons, explosives, inflammable material, fireworks or other pyrotechnics nor shall he or she permit the use of any naked lights in any part of the premises
- 16.3 The hirer shall not bring or permit to be brought onto the premises any electrical appliance or additional lighting effect without the prior written consent of the Authorised Officer, who may as a condition of his/her consent require that before any such electrical appliance and/or additional lighting effect is used it shall be inspected and approved by a competent electrical engineer nominated by St Raphael's Hospice.
- 16.4 Alcohol or drugs may not be brought on to or consumed on these premises.
17. The hirer shall not be entitled to grant sound, television broadcasting or filming rights without the prior written consent of the Authorised Officer.
18. St Raphael's Hospice will, at their own expense, provide for the normal heating and normal lighting of the premises (but not further or otherwise), but shall not be responsible for any failure thereof or defect to the heating and/or lighting or loss or damage resulting therefrom unless due solely to their negligence or the negligence of their servants or agents.
19. All furniture, apparatus, appliances, equipment and other supplies brought or sent to the premises by or on behalf of the hirer shall be unloaded, placed in position and removed by the hirer at such time or times as the Authorised Officer may direct.
20. The hirer shall not assign or sub-let any interest in the premises or any part of it and shall not use the premises for any other purpose than that set out in the contract.
21. The hirer shall observe and comply with the terms, conditions, restrictions and requirements of any Act of Parliament, Statutory Instrument, Regulations or Licence under which the premises or any part thereof may be used, and shall not do or permit to be done, or permitted in or about the premises any act or thing whereby such Act of Parliament, Statutory Instrument, Regulations or Licence may be liable to be suspended or forfeited or the renewal or transfer thereof refused or endangered and shall indemnify St Raphael's Hospice and any person in whose name any Licence may be held on their behalf against any loss of revenue, benefits, damages, costs and expenses that may be incurred by then or him/her owing to the breach, non observance or non performance of any such terms and conditions and restrictions and requirements aforesaid.
22. Cancellation:
Bookings cancelled between 30 and 14 days of the event will be subject to a charge of 25% of the total room hire cost. Bookings cancelled after 14 days before the event will be subject to the total room hire cost.
23. St Raphael's Hospice may cancel the hiring at any time without stating a reason, and if so St Raphael's Hospice shall refund to the hirer all monies paid by him/her to St Raphael's Hospice, any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that St Raphael's Hospice shall not be liable to pay any compensation to the hirer in respect of such cancellation.

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24. Payment:

In the case of an irregular or one-off booking, a deposit of 50% of the cost of the booking is required at the time of booking unless it is within one month of the date of the hire in which case the full cost of the booking is due. In the case of a regular booking, the charges should be paid by bank standing order at the start of each calendar month of the booking. Failure to pay in full within one month of the date of the hire will render the booking null and void and the deposit forfeit.

25. Induction:

New hirers will be required to attend the site in advance of the date of the hire in order to be inducted in the access and exit procedures, fire procedures, use of equipment, and call procedures.

St Raphael's Hospice is a charitable company.

Registration number 11732567 and charity registration number 1182636.

St Raphael's Hospice, London Road, Cheam, SUTTON SM3 9DX

Email: stevecresswell@straphaels.org.uk

Phone: 0208 099 7777

Details of Hirer	
Details of Hire	
Date/dates of Hire	
Signature of Hirer (accepting these terms and conditions)	
Date	
Signature on behalf of St Raphael's Hospice	
Name of St Raphael's Hospice signatory	
Date	