



# Booking Guide for Prospective Hirers

## The North Barn Description

The North Barn was erected in 1997 having been planned to provide an education and community base. The barn also acts as an extension to the Windmill museum, and as such contains various cabinets and showcases, many with glass frontages. This therefore restricts the type of activities that may take place inside the barn. It is an ideal facility for small group meetings, committee meetings, small workshops, etc.



## Acceptable Activities

At the time of making a booking enquiry you will be asked to state the purpose of the hire. Unfortunately, we cannot accept:

- Any children's activities
- Loud Music
- Events with a Bar. Alcohol may not be sold but can be allowed at our discretion.
- Events where numbers exceed 50 people attending.

## Hire Rates

These are charged by the hour, half day and full day. Opening hours generally run from 9am until 10pm but can be adjusted where appropriate. The current rates are displayed on the Barn Noticeboard, by the East Door, and on our website.



## Pre-Booking Visit

If you wish to visit the Barn personally prior to booking, please ask. We are more than happy to show you around and discuss possibilities.

## Hirer Responsibilities

Once booking has been confirmed Hirers will be given a copy of our Barn Hirer Guide. This contains detailed information about unlocking/locking procedures, how to operate lights, heating etc, general advice and a checklist for leaving the building at the end of the hire.

Insurance for the activity/event is the responsibility of the Hirer.

Hirers are expected to clean the surfaces, vacuum the floors, and dispose of their own rubbish.

## Access

The site is fully accessible, with no steps.

## Facilities

Lighting - good, with two sources available at high and low levels, plus blackout blinds for the roof windows.

Ventilation - openings on three sides, ranging from small windows to barn doors!

Heating – recently upgraded with excellent wall mounted heaters controlled by a timer.

Flooring – carpeted throughout with hardwearing flooring which can be vacuumed and swept.

Kitchen – though small it contains a water heater, sink, small fridge and limited crockery. Hirers will need to provide their own consumables and don't forget a hand and tea towel!

Toilet – a single unisex cubicle which is fully accessible and contains a wash basin and sanitary bin.

Tables and chairs – a selection ranging from 3ft to 6ft, which can be rearranged to suit. They do, however, need to be replaced into the default layout before leaving!

Projector Screen – fitted to the North wall, facing you as you enter the barn, and operated by pulley.

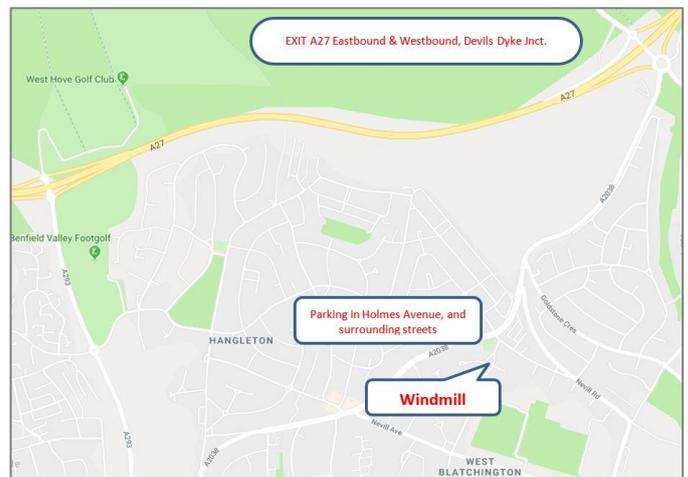
Fire Extinguisher

First Aid Kit

## Transport

The Barn is situated in a busy residential road, often used as a cut through to access the A2038 which links to the Brighton Bypass. There are no parking restrictions, but please be mindful of residents parking and access.

The Brighton & Hove Buses, 5A and 5B, both stop within short walking distance of the barn. If you need to unload heavy or large quantities of goods, it is possible to reverse a car or van up to the East or West Barn Doors. Please discuss this at time of booking with the Booking Coordinator.



## Keys

**Regular Users** may be given a set of keys.

**Occasional Users** are able to collect keys on the day of their booking. The local pickup and return will be communicated during the booking process.

**One-off** users will be met at the Barn.

**Groups** will be met at the Barn.



Thank you for considering using our Barn. Please ask if you have any further questions.