

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

9<sup>th</sup> March, 2011

**IMPORTANT NOTICE**

Our tariffs are presently under review . Please contact Gaynor Scriven on 0121 705 7188 for the latest information.

A Booking Form and House User information can be found on the two pages below this message

08/03/2011

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 Form :- Name of Group**.....

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

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

Name First leader .....

Address.....

.....

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

Email address.....

Name Second Leader.....

Address.....

.....

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

Email Address.....

Day Booking :- Adult.....Children.....

Residential Booking :- Adults Male ..... Female..... Children Male..... Female.....

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

Signature

First Leader.....Date.....

Second Leader.....Date.....

Deposit Amount £..... .. paid

**Please note our Terms of Use for the House are shown on the next page 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**



**Important Notice to ALL USERS.** The Main Entrance doors are fitted with a 'Mortise' deadlock requiring a key to operate and spring type 'Night latch'. Once the House is opened and occupied the Mortise deadlock **MUST** be left **UNLOCKED AT ALL TIMES**. When Main Entrance security is required during the day and for **visitors staying over night ONLY** the **NIGHT LATCH** must be used. The mortise deadlock should only be locked when the House is being left unoccupied for any period during hire or on final departure. On Final departure please ensure all windows and doors are closed and locked as appropriate before returning Main Entrance keys as instructed.

### 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)**

### Other Terms 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. Any personal items left in the House /grounds after you visit 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 second 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. **The use of candles or any other naked flame is not permitted in the house at any time.**
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 Exit Routes and the operation of Fire Escape doors. The identified Fire Door MUST be kept closed at all times and Exit routes left un-obstructed. Smoke detectors must not be obstructed. 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**