

Introduction

St Bartz is a 19th century church situated in Barcombe, near Lewes, East Sussex. It has been converted for use as a self-catering centre whilst maintaining the feeling of a church. It was opened as a retreat centre in October 2002.

Accommodation

St Bartz has accommodation for 24 in 3 dormitories (1 sleeping 12 and 2 sleeping 6 each) together with 3 leaders' rooms (2 single and 1 double). There are three toilets and two showers, including disabled facilities, and a well-equipped kitchen for self-catering.

Cost

The charges for 2009 are as follows:

	Cost per person per night
Weekends (Friday, Saturday, Sunday) 2 or 3 night stay	£12 Minimum charge £150
Weekends (Friday, Saturday or Sunday) 1 night stay	£12 Minimum charge £200
Midweek (Monday – Thursday)	£10 For a minimum of 12 people
Day conferences Midweek	£100 per day (up to 50 people)
Day conferences Saturday or Sunday	£200

CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The Hirer shall be responsible for the observance of these terms and conditions.

1. The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
2. Details of the reason for hiring must be provided on the booking form. The hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any purpose which in the opinion of the committee/ trustees is dangerous, offensive, noisome, or which are or may become a nuisance or annoyance to the owners or occupiers of any adjoining properties. The trustees reserve the right not to accept an application for booking and without stating a reason.
3. Smoking is prohibited inside the premises and the hirer is responsible for ensuring that all persons using the premises are aware of this.
4. When the centre is used for groups of children and young people under 18 years of age, no alcohol is allowed on the premises.
5. The hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations and shall ensure that no one under the age of 14 shall be allowed in the kitchen without proper and adequate adult supervision.
6. No one under the age of 18 shall be allowed in the premises without proper and adequate adult supervision.
7. The hirer shall be responsible for ensuring that all adults meet child protection legislation requirements.
8. The hirer shall ensure that any electrical appliances which are brought onto the premises shall be safe and in good working order and used in a safe and appropriate manner.
9. The hirer shall ensure that all furniture and equipment is used only for the purpose for which it was designed.
10. The hirer shall immediately inform the trustees of any damage to any part of the premises or the contents of the premises which may occur during the period of the hiring or as a result of the hiring. The hirer will be responsible for meeting any costs

resulting from this. Any such costs will be added to the final invoice.

11. *Bookings*

A booking form must be completed and sent with a deposit of £50 to secure a provisional reservation. The provisional reservation will be kept for a period of 14 days from the date of request. A final invoice for the balance will be sent immediately after the period of hire.

Cancellation charges

12 weeks or less	Loss of deposit (£50)
6 weeks or less	£100) unless the centre can be re-let
3 weeks or less	£150) unless the centre can be re-let

12. A booking is accepted by the hirer on the understanding that should the trustees be prevented from honouring it for any reason at any time an alternative booking cannot be guaranteed and no compensation shall be paid to the hirer or third party. Any payments shall be returned in full and neither party shall have any further claim against the other.
13. The trustees cannot be held liable for any accident or injury to persons using the Centre or third parties involved, in accordance with these terms and conditions. All groups must have their own public liability insurance. St Bartz Trust cannot be held responsible for any loss or damage to personal equipment, money or vehicles whilst at the centre.
14. Nothing may be fixed to walls, ceilings, floor or pillars of any room by blu-tack, drawing pins, tape or other means without prior approval.
15. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
16. At the end of the hiring the hirer shall be responsible for leaving the premises **clean and tidy**, properly locked and secured and any contents temporarily removed from their usual positions properly replaced and any items temporarily brought to the premises removed.
17. The hirer is responsible for the safe return of the keys to Church House immediately after their stay.
18. No dogs are allowed on the premises except for guide dogs by prior arrangement.

A copy of these conditions of hire will be sent to you with the booking form for you to accept and sign.

IMPORTANT INFORMATION

Bedding

Bedding is not supplied. Bring your own sleeping bags, sheets, pillows, pillow cases, blankets and towels.

Car Parking

All vehicles should be parked on the GRAVEL car park behind the centre. Please do not park on the grassed area. You will be advised where to park vehicles if there will be more than are able to fit in the car park. **IN NO CIRCUMSTANCES MUST VEHICLES BE LEFT ON THE MAIN ROAD OUTSIDE THE CENTRE.**

Catering

The centre has a well equipped kitchen with two cookers, fridge/freezer, larder fridge, dishwasher, washing machine, tumble drier and crockery, etc for up to 50 people.

Cleaning

A list of equipment provided and items you need to bring with you can be found at the back of this booklet. **You must use only the biodegradable cleaning and washing materials and toilet cleaning fluids which are supplied. Bleach must not be used. Damage will be caused to the ecosystem if unapproved products are used as water and sewage waste is disposed of through a septic tank .**

Before you leave, please carry out the tasks on the leaders' checklist that you will be sent when the keys are despatched, **Any groups not carrying out the tasks on this basic list and leaving the premises dirty or untidy will be charged for cleaning.** If any part of the centre is dirty on your arrival please let us know.

Emergencies

Please refer to notice board for further information.

GP centre (doctor) Newick Health Centre

Telephone: 01825 722272

Accident & Emergency Unit

Royal Sussex County Hospital, Eastern Road, Brighton

Telephone: 01273 696955

Minor Injury Unit

Lewes Victoria Hospital

Telephone: 01273 474153

Fire, Police, Ambulance or Coastguard

Dial 999

Environmental awareness

The trustees would ask that groups use water, electricity and heating carefully and responsibly.

First Aid

The centre is let on the understanding that there will be at least one trained first aider in the group. A basic first aid kit is provided. Please indicate on the feedback form if you use anything from it. Group Leaders must bring their own first aid kit to take on outings.

Fire

Fire extinguishers are provided throughout the centre. It is strongly recommended that at least one leader has experience or knowledge of how to use the various types of fire extinguishers. Please notify us if any extinguishers are set off. Instructions on use of the fire alarm and procedures in case of fire are displayed in the centre. It is the leaders' responsibility to ensure that all occupants know the location of fire exits, which must be kept clear from obstruction. In case of fire the register must be taken to the assembly point and the register called. Never assume that the sounding of the fire alarm is a false alarm. **Fire doors must be kept closed at night. Leaders must carry out a fire drill when all the group have arrived and before the first night.**

Food

No drinks, sweets or food are to be taken into the dormitories at any time. No chewing gum is to be brought into the building. **Groups will be charged for any cleaning or damage caused through the disregard of this request.**

Fridge/Freezer and Larder Fridge

Please wipe this out before you go, and leave turned on. Do not leave any food in the fridges or freezer compartment.

Heating and Hot Water

Only leaders are allowed to operate the controls for heating and lighting. When you leave everything must be returned to the position as found on your arrival.

Hot water is provided by an immersion heater which is situated in the cupboard next to the kitchen. You will need to switch this on. **Please turn it off when you leave.**

Health & Consent Forms

It is important that all leaders ensure they are in receipt of completed health and consent forms from each person in their group.

Out of Order

In the event of a fault with the kitchen equipment, boiler, electrics or sanitary facilities please inform the administrator at Church House, or in case of emergency you will be provided with a list of telephone numbers. For minor breakages and faults please indicate on the feedback form

Outside area

Natural hazards

Please be aware that there are some natural hazards such as exposed tree roots and stinging insects around the garden area and some large trees which are susceptible to the dropping of branches in windy conditions. Please ensure that care is taken.

Recycling

There is a facility for recycling bottles and plastic (washed and lids removed). Instructions for disposal are found in the kitchen.

Rubbish

All non-recyclable rubbish must be put in black bags, sealed securely and left by Church Farm dustbins (in entrance lane)

Smoking and Alcohol

SMOKING IS NOT ALLOWED ANYWHERE IN THE BUILDING. Please use allocated area for smoking outside the building and extinguish cigarettes in suitable receptacle and dispose of it at the end of your stay.

Winter Use

Please be aware that even when the heating is on during the winter it will not be as warm as home so we advise groups to come prepared with appropriate warm indoor clothing.

WHAT YOU WILL FIND AT THE CENTRE

In addition to the well equipped kitchen, in the main hall you will find 5 settees, approximately 50 chairs, 5 Go Pack tables and the following equipment:

- Television
- Video player
- DVD player
- Portable CD player
- Mobile partition/screen
- White board with writing implements
- Bibles
- Hymn books
- Table tennis table – some equipment supplied by it is recommended to bring your own
- Table football

In the entrance hall there are maps for you to use during your stay, and information on walks around the centre and local places of interest

LOCAL INFORMATION

Churches

Barcombe:
St Mary's (Anglican)
Baptist Chapel

Lewes:
St John's Southover (Anglican)
Roman Catholic
United Reformed Church

Transport

The nearest railway station is **Lewes** with trains to Brighton, Eastbourne and London. Trains from **Haywards Heath** go to London.

Taxis:Lewes Area – Telephone: 01273 476116
01273 478448

Local Shops

- Barcombe Stores and Post Office
- VA Turner & Son, High Street, Barcombe
Electrical

Chemists

- Ringmer
- Newick
- Lewes

Supermarkets

- Lewes: Waitrose and Tesco
- Uckfield: Tesco (24 hour with chemist) and Somerfield

SOME POINTS TO HELP MAKE YOUR STAY GO SMOOTHLY

Neighbours and surroundings

We must stress the need for respect for neighbours in this peaceful setting.

Please ensure all your group are made aware of the following:

1. No noise or activities to take place that would cause annoyance to neighbours at any time of the day or night
2. No loud music to be played after 10.30pm, either indoors or outside, and all other noise must be kept to a minimum.
3. Neighbouring farm buildings and the churchyard are strictly out of bounds and the requirement to stay within the boundaries of St Bartz
4. Cars and minibuses must be parked only in the designated car park.

We appreciate your support in ensuring the above rules are observed by all.

Traffic

Although there are 40 mph signs through the village, cars and vehicles do travel faster.

Please warn your party to take great care when leaving the centre on foot or by vehicle.

ACTIVITIES IN THE AREA

Leisure Centres/Outdoor Activities/Water Sports

- Lewes Leisure Centre 01273 486000
- Dolphin Leisure Centre Haywards Heath 01444 458538
- Uckfield Leisure Centre 01825 761160
- Blacklands for abseiling,
archery, rock climbing 01342 810493
- Barcombe Mills Boats
at The Anchor Inn 01273 400414

Historic Sites and Places

- Michelham Priory
- Bateman's
- Wakehurst Place

Walks and Trails

- South Downs Way
- Seven Sisters Country Park –
The Living World

Places of Interest

- Bentley Wildfowl and Motor Museum
- Drusillas Park and Zoo
- Newhaven Fort
- Lewes Town Centre

Leaflets of places of interest are available at centre or from Lewes Tourist Information

A word from the Trustees

Whilst everything possible has been done comply with health and safety regulations, it is the responsibility of the leader of each group to ensure that health and safety guidelines, according to the requirements of your organisation, are strictly adhered to during your stay.

The trustees cannot accept liability for any accident caused through negligence of the leaders or misuse of any equipment or furniture on the premises.

September 2008

THINGS TO BRING FOR YOUR STAY

WE PROVIDE

Washing up liquid
Cleaning materials, eg Jif
Dishwasher tablets
Washing powder
Toilet cleaner
Basic first aid kit

GROUPS NEED TO BRING

Toilet rolls
Kitchen rolls
Black sacks
Dishcloth/J cloths
Scourers
Tea towels
First aid kit
All food

EACH MEMBER OF YOUR GROUP NEEDS TO BRING

Towel

Pillow

Sleeping bag

Wash kit

Torch

Warm indoor clothes (in winter months)

Indoor shoes