



Looking for somewhere to hold your next meeting?  
We can offer:



**3 large and 9 small meeting rooms available which can be adapted to a number of configurations**



**Low rates**



**Facilities include:**

- Free wifi
- LED screen/AV
- Flipcharts



**Refillable tea and coffee**



**Large free car park including disabled parking spaces and EV chargers on site**

At Berkshire Music Trust Reading Music Centre,  
Stoneham Court, 100 Cockney Hill, Reading RG30 4EZ  
[bookings@berksmusictrust.org.uk](mailto:bookings@berksmusictrust.org.uk)

## HIRERATES

ROOM	FULL DAY (8:30AM - 4:30PM)	PER HOUR
<p><b>Large meeting room (3 available)</b></p> <p><b>Additional breakout rooms (Small meeting room)</b></p>	<p>£280</p> <p>-</p>	<p>£40</p> <p>£15</p>
<p><b>Small meeting room (9 available)</b></p>	<p>-</p>	<p>£25</p>
<p><b>Tea &amp; Coffee</b></p>	<p>£2 per person (all day)</p>	<p>-</p>

# STONEHAM COURT - TERMS & CONDITIONS FOR HIRE

## 1. Bookings

- a. All bookings for room hire must be made via [bookings@berkshiremaestros.org.uk](mailto:bookings@berkshiremaestros.org.uk)
- b. The individual or organisation making the booking (“you” / “the hirer”) shall be responsible for ensuring all these conditions are met in all respects. If you are not present at the event, you must ensure that a named representative reads and understands these Terms and Conditions.
- c. Bookings made verbally will be held for 7 days awaiting confirmation in writing by email.
- d. Hire times must include sufficient time to set up and clear away. Hirers will not have access to the space hired until the start of booking and will be required to leave promptly at the end of hire time so as not to impact other bookings.
- e. Berkshire Music Trust reserves the right to refuse/cancel a booking request/successful application at any stage of the bookings process and for whatever reason if Berkshire Music Trust believes that terms and conditions of the booking arrangement have not been met or are not likely to be met.

## 2. Payment

- a. Payments must be made in advance via invoice upon receipt of a completed [booking form](#).
- b. Fees are published and may be varied by the Berkshire Music Trust without notice.

## 3. Cancellation

- a. Any cancellation must be made via email to [bookings@berksmusictrust.org.uk](mailto:bookings@berksmusictrust.org.uk)
- b. Charges for cancellations by the hirer will be made as follows:

Cancellation over 2 months before booking date	100% of total hire charge refundable
Cancellation 1-2 months before booking date	50% of total hire charge refundable
Cancellation 1 month before booking date	25% of total hire charge refundable
Cancellation 2 weeks before booking date to date of booking	0% of total hire charge refundable

c. Cancellations by Berkshire Music Trust – Berkshire Music Trust reserves the right to refuse or cancel any booking for any reason whatsoever without being bound to give any reason for doing so and the Berkshire Music Trust will not, as a result of this right, incur any liability for breach of contract or otherwise be held liable for any expenses incurred by the hirer either directly or indirectly for such refusal, termination or cancellation.

#### **4. Use of the premises**

- a. Hirers must ensure that the premises are used only for the purposes stated on the booking form.
- b. The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire and only use the room/s that have been allocated.
- c. All hirers and their visitors must sign in and out of the building upon arrival/exit.
- d. All hirers and their visitors must adhere to our safeguarding policy.
- e. Hirers are responsible that only those invited, gain access to the premises and its facility and that there is no intrusion or hindrance to any other centre users.
- f. All equipment hired can only be used within the centre and must not be removed.
- g. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Any accidents resulting from equipment brought into the centre are the responsibility of the hirer.
- h. The hirer shall indemnify Berkshire Music Trust on demand for the cost of repairing, heavy cleaning or making good any loss or damage including food or drink spillages (fair wear and tear excepted) arising out of or incidental to the hire.
- i. No advertising or publicity material will be displayed inside or outside the building without the prior approval of Berkshire Music Trust.

#### **5. Health & Safety**

- a. It is the hirer's responsibility to ensure that the fire procedures are communicated to their delegates.
- b. Fire exits must not be obstructed in any manner.
- c. Smoking is not permitted anywhere on the site. Hirers must only do so outside of the site gates on Cockney Hill.
- d. No hazardous liquid substances, fireworks or similar, smoke machines, or other items that may be seen as a fire or safety risk, are allowed on site.
- e. Hirers are responsible for their delegates at all times whilst in the building. Block bookers are responsible for ensuring their policies are relevant for the activity taking place and appropriately shared with their service users.

f. Risk assessments are the responsibility of the hirer and as such the hirer needs to be satisfied that the space hired is safe and fit for purpose.

## **6. Indemnity in respect of third parties**

a. The hirer shall indemnify Berkshire Maestros from and against any claim of damages, cost or expenses which may be made against Berkshire Maestros in respect of any personal injury or loss of or damage to property sustained by any person occurring during, or in consequence of, the hiring, unless as a result of the defective condition of the centre or its equipment or the negligence of Berkshire Maestros, its officers or employees.

## **7. Admission**

a. Berkshire Maestros reserves the right at its absolute discretion to refuse admission or to evict from the centre any person.

## **8. Breach of Conditions**

a. Upon any breach of conditions Berkshire Maestros may terminate and refuse any future bookings forthwith.

b. Berkshire Maestros will charge an additional fee for any damage caused (accidental or deliberate) by event

attendees and / or participants in order to repair or replace items along with an administration fee. Any additional repair or necessary replacement undertaken by Berkshire Maestros as a result of the event shall be invoiced to the hirer for the costs which must be paid within 15 days.

## **9. Changes to these Terms and Conditions**

a. Berkshire Maestros reserve the right to amend these Terms and Conditions without notice.

**Version 1.3**

**Updated March 23**