

## The Bridge Centre Hire Terms and Conditions

Definition: The Bridge is managed by the charity Access Dorset. **The client** refers to the individual, company or organisation with whom The Bridge has agreed to provide facilities and services based upon an agreement between The Bridge and client.

**Organiser** refers to the client or a designated third party employed by the client to organise the event on their behalf. **Venue** refers to a room (or space) or combination of rooms (or spaces) designated by The Bridge for external hire. **Event** refers to the function or use for which the venue is hired.

### Bookings and Cancellations

- All bookings must be made via The Bridge Administration Office.
- The Bridge will only consider a booking confirmed when the Terms & Conditions of hire have been signed by the client and full payment has been received.
- For one-off bookings payment for the full amount should be made prior to the date of hire.
- For long term bookings monthly invoices will be issued for the duration of the contract. Any challenge or objection to any part of the invoice must be made in writing within five working days of receipt of invoice otherwise the invoice should be paid promptly and in full. Clients who make block bookings should note that they will be charged for room use on the dates specified whether or not they make use of the facilities on the day.
- One month's notice is required for block bookings to be cancelled.
- An event must start and finish at the time agreed when the booking is made, which must include time to set up and clear away. The client will be liable for any cost incurred by The Bridge due to overrunning of agreed times.

### Exclusion of Liability

- The client is responsible for taking reasonable precautions to protect the venue, equipment, facilities, or any other The Bridge property. Any cost incurred by The Bridge for repairs following accidental or negligent damage caused at the event will be chargeable to the client. This includes any necessary cleaning required over and above reasonable wear and tear.
- Any breakages or damage should be reported immediately to The Bridge staff. Any loss or damage caused as a result of the client's or organiser's neglect or default will result in a charge to remedy any such damage.

- The client should leave the hired room or space in a clean and tidy condition and ready for re-use.
- The Bridge will take all reasonable care to protect and maintain security for client property and staff but will not take responsibility for any damage or loss of client property or items before, during or after the event. The client must accept responsibility at all times.
- The Bridge management reserves the right to terminate any event where it is satisfied that continuation will jeopardise the safety and security of staff, delegates, property or the reputation of The Bridge.
- Smoking is prohibited in all parts of The Bridge.
- The Bridge does not accept responsibility for personal injury to any person who enters the Bridge. All persons are required to observe the appropriate safety precautions and to take appropriate steps to safeguard themselves and their property.
- Any entertainment provided by the client or organiser must comply with current noise regulations and licencing requirements.
- Alcohol is only allowed on the premises by prior agreement with The Bridge Administration Office and a licence may need to be purchased.

### **Client / Organiser Liability**

- Clients and organisers should ensure that a sufficient number of competent and qualified staff are in attendance to supervise and carry out any instruction for those participating in the event or session, and that suitable and up to date qualifications recognised by a National Governing Body are held by such instructors and supervisors.
- Clients and organisers should ensure that their members, supervisors and instructors will observe any direction given by appointed staff from The Bridge.
- Organisers who have a regular booking should hold public liability insurance and produce evidence of this cover to The Bridge Administration Office.
- Organisers of a 'one off' booking will be covered by Access Dorset's public liability insurance. However, if any external providers are arranged by the organisers e.g. children's entertainers, bouncy castles, it will be the organisers responsibility to ensure the external provider holds their own public liability insurance.
- Organisers who intend to hold an event that will involve music and/or alcohol, will be responsible for obtaining a 'Temporary Event Notice (TEN)' from Bournemouth Borough Council.
- Clients and organisers should ensure that all adults who will be working with vulnerable adults, young people or children (paid or voluntary) hold a valid DBS certificate.
- If music is being played for a class then the organiser must provide a copy of their PPL licence to The Bridge Administration Office before a booking can be confirmed.

## **Special Conditions**

- The client is not permitted to use any part of The Bridge to carry out illegal activity.
- The Bridge management reserve the right to refuse admission or expel any person for illegal or inappropriate behaviour without being obliged to give any reason for so doing.
- If The Bridge is rendered unable wholly, or in part, to fulfil its obligations due to Force Majeure, Acts of God, industrial dispute, government regulation or intervention, restriction on travel, act of terrorism, delivery, equipment or utilities failure or for any other reason beyond the control of The Bridge, in no event will The Bridge be liable for loss of profit or consequential damage from any of these matters.
- The Bridge reserves the right to cancel bookings and suspend the activities of groups on its premises, which are, in the judgement of its management, opposed to or incompatible with the principles of equality and diversity.

## **Safety & Fire Regulations**

- All events are subject to compliance with current Health & Safety and Fire Safety Regulations and to the requirement of any other relevant authorities.
- Clients and organisers are responsible for carrying out all necessary risk assessments prior to the event. Clients and organisers are responsible for keeping a register of people in attendance at the event and ensuring that the numbers do not exceed the advertised capacity of the room (details are available on the Access Dorset website).
- The Bridge requires notice in advance of any aspects of the event which may necessitate special safety or security arrangements. The organiser will be responsible for all consequential costs.
- Clients and organisers should ensure provision of adequate First Aid personnel. Please refer to General Safety Information for details of First Aid equipment.
- All electrical appliances brought to the site by the client should be tested in accordance with current electrical safety legislation, and damage or injury caused by faulty appliances or equipment will be the sole responsibility of the client and/or organiser.
- It is the responsibility of the client to ensure that everyone connected with the event is made aware of the rooms hired; all other areas of the building will be out of bounds.

The booking form constitutes a legally binding agreement. Please acknowledge that you have received this copy of the terms and conditions and agree to abide by them as requested.

I confirm that I have read and fully understand the Terms & Conditions of Hire and the Health & Safety and Fire Regulations and Procedures of The Bridge. I agree to take full responsibility for ensuring full compliance with those rules and conditions that apply to my event.

Name (in capital letters): .....

Company / Organisation: .....

Signed: ..... Date: .....