

# BCLC Hire Agreement

Breach of any conditions may result in the cancellation of the booking or incur additional cost.

1. Bookings and or amendments to bookings for Conferences and other uses of our facilities can be made with our conferencing and events manager should be made online at <http://www.mybclc.org/conferencing/booking-form> or by telephone 01656745655.
2. If you cancel all or part of a booking less than 1 week (7 days) before the date, you will be subject to 25% of the total booking cost.
3. Full details of all relevant information for the booking and the nature and purpose of the event is required before the booking can be confirmed.
4. No agreement to hire exists until the booking is confirmed by written/email or online confirmation <http://www.mybclc.org/conferencing/confirmation-form>
5. The building cannot be used for to promote any activities inconsistent with the aims, beliefs and ethos of BCLC.
6. BCLC reserves the right to refuse all bookings at its own discretion.
7. The Hirer's must not assign or sub-let their booking.
8. The Hirer is responsible for the safety and conduct of their guests, the observance of health and safety regulations; and for the cost of any damage to the Centre or its contents, that may be caused during hire.
9. The Hirer's must maintain an up to date list of all guests present.
10. The Hirer's must arrange their own public liability insurance cover and BCLC accepts no liability for personal injury or illness sustained by or to any person using the Centre, or for loss or damage to any property.
11. Smoking is not permitted in the Centre. (A smoking station exists to the left of the main entrance)
12. The sale or drinking of alcohol is not permitted at the Centre. (exceptions by agreement) and no noise is permitted which is audible outside the Centre.
13. Bookings involving work with children, young people under 16 years, or vulnerable adults the Hirer must act in accordance with the Welsh Office Code of Practice and the BCLC Child and Vulnerable Adult Protection Policy.
14. The Hirer must adhere to the centres fire procedure. (A copy of our procedures is located here)

15.The Hirer must leave all parts of the Centre used by them in good order. Failure to do so may result in additional charges.

16.The Hirer is requested to vacate the Centre in a timely manner at the end of the agreed booking time

17.Hirer's using the Centre's audio visual facilities are required to submit any presentation material (powerpoint, audio files, video links) at least 1 week before the booking time to allow for uploading to our system and checking of files for compatibility.

18.Our Credit terms are strictly 15 days from receipt of invoice.