

SAFEWISE BOURNEMOUTH – Standard Conditions of Hire – July 2017

Confirmation of Booking & Payment – The Organisation shall confirm the booking within 14 days of the date of the provisional booking by returning the signed Booking Form. We are able to take payment either by cheque, cash and credit/debit cards/link to online payment.

1. **Cancellations** – If you have to cancel your booking and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:
More than 4 weeks prior to booking - A cancellation fee of £50.00 will be charged to cover administration costs.
2-4 weeks prior to booking - 50% of total booking fee will be charged and a cancellation fee of £50.00 to cover administration costs.
Less than 2 weeks prior to booking - 100% of total booking fee will be charged plus a cancellation fee of £50.00 to cover administration costs.
Date change – An administration fee of £25.00 will be charged every time a booked date is changed.
2. **Parking** – The car park has limited spaces and we cannot guarantee that there will be parking available on site, however nearby on-street parking is available.
3. **Recording** – The use of any cameras, audio or video recorders, magnetic recording or copying devices WILL ONLY BE PERMITTED at the discretion of the Safety Centre. Permission must be sought in advance.
4. **Reproduction of Safety Centre Related Material** – No literature, recording, logo or any other material related to the Safety Centre may be used or reproduced for ANY commercial purpose, without prior written permission from the Safety Centre.
5. **Use of Facilities** – The Organisation shall ensure that no-one in their party:
 - i) leaves anything in, or in any way obstructs any emergency exit or obstructs emergency sign
 - ii) marks, soils or damages the structure, walls or any other surfaces or contents of the Safety Centre
 - iii) behaves in a disorderly or disruptive manner.
6. **Disposal of Articles left on the Premises** – The Safety Centre reserves the right to remove and dispose of anything left on the premises after the booking.
7. **Refreshments** – The Organisation shall ensure that no refreshments are brought into, or consumed within the Safety Centre WITHOUT PRIOR WRITTEN AGREEMENT by the Safety Centre.
8. **Security & Procedures**
 - i) The Organisation shall ensure that all members within their party wear the appropriate name badges provided by the Safety Centre during the visit.
 - ii) Any items brought into and taken out of the Safety Centre may be searched by the Safety Centre staff.
 - iii) Any person coming into the premises must comply with such security procedures as may be in force at the time of their visit.

9. **Evacuation Procedure** – The Organisation shall comply with the Safety Centre’s procedures for evacuation in the event of fire or bomb emergencies.
10. **Right To Eject** – The Safety Centre reserves the right in it’s sole discretion to: i) Require any person to leave the premises, or part of the premises, and ii) Refuse to permit anything to be brought into or, or require anything to be removed from any part of the premises.
11. **Termination of booking by the Safety Centre** – If the Organisation or any member of their party fails to observe, or breaches any of these terms and conditions, then the Safety Centre, without prejudice to any accrued rights against the Organisation, forthwith and without notice may terminate the visit.
12. **Organisation Liability** – The Safety Centre shall not be liable for any loss, damage or personal injury (except where such matters are caused by the negligence of the Safety Centre, it’s staff or agents) caused to any person or property which arises out of or in connection with the visit. The Organisation shall ensure that suitable indemnity cover is provided in respect of loss, damage or personal injury, which arises out of, or in connection with the visit.
13. **Variation** – The Booking Form, together with these Terms and Conditions contains or refers to all the terms of the agreement made between the parties. Those terms shall not be varied or added to except by written agreement signed by the parties.
14. **Joint and Several Liability** – If the expression ‘The Organisation’ includes more than one person, those persons shall jointly and severally be liable under the terms of the Booking Form including these Conditions of Booking.

SafeWise Bournemouth

Adress Unit 1 Roundways, Elliott Road, Bournemouth, Dorset. BH11 8JJ
Tel 01202 591330
Email: bournemouth@safewise.org
Website www.safewise.org