**UKCCA COPY**

Dear Customer,

Thank you for choosing our Venue for your forthcoming event. Please read the enclosed Conditions of Hire carefully. They help us ensure that your event runs smoothly and that you are fully aware of your responsibilities. These conditions are not negotiable.

CONDITIONS OF HIRE – THE AGREEMENT

We have sent you:

* Definitions
* Booking the UK Centre for Carnival Arts
* General Considerations when hiring the Centre
* Specific requirements for certain types of events
* Bars & Catering Services
* Corkage Charges
* Sound and Lighting Services
* After your event
* Legal obligations and liabilities

“I have received the conditions sheet as indicated by you above. I am aged eighteen years and over and I have read and understood these conditions of hire. I understand that in signing this document I acknowledge that I will comply with and observe them in all respects.”

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |

Please sign and return this page of the agreement and retain the remaining pages for your personal records.

For UKCCA bookings and enquiries Tel: 01582 437113

Fax: 01582 437130

Email: hire@carnivalarts.org.uk

**CUSTOMER COPY**



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| **DEFINITIONS** |

**“The Booking”**

A reservation to hire the UKCCA which must be confirmed by receipt of deposit.

**“The Booking Fee”**

The full fee required by the UKCCA for the booking

**“The Event”**

The activity or function or production at the UKCCA for which the booking has been made.

**“The Hirer and You”**

The person who signs the venue booking form, who must be 18 years and over at the time of the booking.

**“The Venue”**

The UK Centre for Carnival Arts

**“Venue Booking Form”**

This is the UKCCA’s standard booking form, which includes reference to the current conditions of hire to which the booking is subject

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| **BOOKING THE UK CENTRE FOR CARNIVAL ARTS** |

**Who can book?**

1. The centre can be hired by anyone who is aged 18 years and over at the time of the booking. If you sign the Venue Booking Form (which must be completed in full), you are deemed to be the ‘person in charge’ of the event, whether you attend or not. **Exceptions** – For private parties only the hirer must be 21 years of age or over and must attend the event. For school/ college functions a member of staff must sign the form and will be deemed to be responsible for the event and must attend any meeting(s) arranged to discuss the event as well as be present as the responsible person throughout the event.
2. If you are booking the centre on behalf of a registered charity (and thus claiming the voluntary group/ charity hire rate) then proof of the charitable status of your organisation, and your authority to book on behalf of it, is required.
3. All new hirers putting on events which are open to the public (e.g. performances, sales, exhibitions, open meetings etc.) will be asked to give the names and contact details up to of three other centres where they have held similar events. No booking will be confirmed until satisfactory references have been received.

**Some important considerations**

1. **DO NOT**
* Announce or publicise an event; and/ or
* Issue tickets; and/or
* Expend or make any binding commitments to spend any monies; and/or
* Make any arrangement or commitments **UNTIL** you receive a receipt for your deposit or the booking have been otherwise confirmed by us in writing.
1. The cost of hiring the centre will depend upon the type of event being planned and the status of the event organisers. We will determine whether or not you are running the event for charitable, private or commercial purposes. Our decision is final.
2. If hiring the main Auditorium (or Mas Camp) for an event, your booking must be for a minimum period of at least two hours. Usage under two hours will still be charged for this minimum period.

**How do you pay?**

1. New customers and private individuals must pay 50% of the centre hire at the time of booking and the remainder plus any additional charges at least 2 weeks prior to the date of the event. For bookings made less than 6 weeks prior to the event, the full hire charge must be paid at the time of booking. Customers deemed by us to be regular customers may choose to pay by invoice, which will normally be sent out within one calendar month following the event.
2. An invoice will be sent out after the event to cover any remaining hall hire charges together with any additional costs incurred for catering, operational or technical services. Only one such invoice per event will be generated which will be sent to the hirer i.e the person who has completed and signed the booking form.

**Returnable damage deposit**

1. We have the discretion to impose a requirement for a refundable damage deposit in respect of some events to offset any damage claims, losses or additional expenses (such as extra cleaning) which result from your booking. The deposit is normally refunded to you within one calendar month of the event being held, providing that no damage, theft, claims, losses or any additional expenses have been incurred by us as a result of your booking. This deposit may also be used by us to offset any additional charges (as in para. 7 above) before refunding any balance.
2. In general, a refundable damage deposit will be required for all events assessed as being high risk by the UKCCA management team. Deposits will also be required of some medium risk events and large low risk events. Our decision will be final.

**What Happens if I Cancel my Booking?**

1. All cancellations must be in writing. If you do not put your cancellation in writing you will be charged for the hire of the centre plus any other costs we incur. Damage deposits will be refunded for all cancellations received in writing. Refunds of hall hire deposits are made as set out in the table below:

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| **Type of Cancellation** | **Penalty** |
| Cancellation with less than 24hours notice: | 100% of the hire charges |
| Cancellation with between 1 and 7 days’ notice: | 75% of the hire charges |
| Cancellation with between 7 days and 30 days’ notice: | 50% of the hire charges |

If we are able to re-let the centre for another function your deposit less a 10% administration fee will be refunded.

**Can the UKCCA Cancel my Booking?**

1. Bookings are accepted on condition that should the facility be required for an emergency, we will, if possible transfer the booking to another centre or an alternative date at the same cost as (or less than) the original booking and notify the hirer of the reason(s). In this instance a full refund of any monies paid will be made.
2. We reserve the right to cancel any booking at any time. The cancellation will be confirmed in writing by us as soon as possible with the reasons for the cancellation. We, at our discretion, may refund part or all of the monies paid by the hirer. We will not be liable for any costs incurred by such a cancellation.

**Period of Use**

1. All persons must vacate the facility by the time specified on your centre booking form. If you event finishes later than stated, an additional charge may be levied.
2. You must not leave property or equipment either prior to or after your event without the permission of the UKCCA’s management. Your property is your responsibility at all times. Please look after it and please be aware that all property and equipment is left at the owner’s risk and that the centre will not accept any liability for any loss or damage to it.
3. If property or equipment is left without permission, the items will be stored at the cost to the hirer, which may even include additional storage and hire charges.
4. Please be aware that if the property and/ or equipment is not collected from the centre within two months after the event at which it was left it will be deemed to have passed to the UKCCA and the centre may then dispose of the same and retain any proceeds.

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| **GENERAL CONSIDERATIONS WHEN HIRING THE UKCCA** |

**Is there anything I cannot bring into or do at the UKCCA?**

1. Without our prior written consent, you must not bring into the centre:
* Firearms (including ammunition) other than a starting pistol
* Live animals
* Inflammable or explosive substances or equipment
* Indoor fireworks including confetti bombs
* Articles producing an offensive smell
* Steam or other engines
* Heavy staging, scenery or equipment
* Laser beams
* Or any other item which we might regards as incompatible with use at an event with guests and/ or an audience
* Smoke Machines
1. All current Health & Safety requirements will be enforced by our staff. If you fail to comply with these requirements in any way, we can cancel your booking immediately.
2. No fixtures, fittings, furnishings or any items belonging to the centre may be removed from the centre without our prior consent. You must not do anything, which might in any way damage the interior or exterior of the UKCCA or its furnishings or fixtures and fittings. For instance you must not affix posters or notices either internally or externally at the centre without our prior permission.
3. If you require major changes to your room layout during the period of hire (e.g. from theatre style for a meeting followed by cabaret style for a dinner) an additional charge equating to 25% of the hall hire cost will be made. Minor adjustments (e.g removal of a few tables to allow a dance floor will not be chargeable).
4. Television or radio broadcasting must not be made from inside or outside the UKCCA without our prior written consent. We reserve the right to levy an additional charge when the centre is used for these purposes and the activities of those engaged in such work must be approved by us.

**Subletting or assignment**

1. You must not assign, that is to say transfer, your booking to anyone else or allow anyone else to use part of the UKCCA during your booking unless we permit you to do so in writing prior to the booking. **Please note as the person who has signed the booking form you are solely responsible for what happens at your event. If you are not going to be present at the event you must provide, in writing, the name of the person who will be your representative on the day.**

**Damage to the UKCCA**

1. You and your nominated representative must be present throughout the event. You are solely responsible for any damage to or theft from the centre or any of its furnishings or fixtures or fittings. All equipment, or any other item introduced into the centre must comply with the current Health & Safety requirements and can only be used with our express prior consent.

**Enforcement of the UKCCA’s regulations**

1. All conditions of hire should be observed and adhered to. The on-duty staff at the UKCCA are entrusted with the enforcement of all regulations within the centre and their decisions are final. If, in their opinion, the conditions of hire are not being complied with and the instructions of the on-duty staff are ignored, then our staff are empowered to stop an event in the interests of safety or because of non-compliance.

**Right of Entry**

1. Although you have hired the centre you cannot refuse entry to any part of the UKCCA to our staff or any persons who have a lawful right to be there, including (but not limited to) the emergency services and safety personnel who are on duty and acting within their official capacities.
2. Any expenses we incur in summoning any emergency services personnel (such as police or fire officers) will be re-charged to you and are payable by you on demand.

**Overcrowding**

1. Overcrowding in such manner as to endanger the safety of the public or to interfere unduly with their comfort shall not be permitted. Maximum attendance levels must be agreed with the UKCCA’s management prior to your event. The maximum number of persons who can be admitted to the premises is specified in the Premises Licence.
2. You must not block gangways, passageways or fire doors and exits without our express consent. All exit and entrance doors shall be kept unlocked and unobstructed during the time the activities are open to the public. As in 25 above, the instructions of the on-duty staff regarding these matters are final. All exit and entrance doors shall be kept unlocked and unobstructed during the time the premises are open to the public.

**No-smoking policy**

1. As an enclosed public space, UKCCA is required by law to be a no smoking area. It is therefore a criminal offence to smoke within the premises. You must instruct any guest or customer at your event to either refrain from smoking or to leave the centre immediately. Our on duty team will also enforce this requirement and reserve the right to call the police if smoking within the centre is allowed to continue.

**Sale of Merchandise**

1. Any merchandise (including programmes) which is sold to members of the audience at a public event may be subject to a commission charge payable in cash to the UKCCA after all such sales have been made and before the hirer leaves the centre. We can arrange the sale of merchandise when we are providing front of house stewards for an event and when you notify us in advance that this is required. A commission of £50 is payable on all such sales. When merchandise is sold by the hirer’s representative(s) there is no charge (exceptions may apply – check with UKCCA). A financial record of the sales made should be passed to the centre’s duty team (upon request) and a commission must be paid as stated above. We will provide a receipt of all such commissions paid. If no payment is received, we reserve the right to deduct the commission and any administration charges as required from any deposit held for the event or to invoice you directly for the outstanding amount.

**Front of House Stewards & Door Staff**

1. It is a legal requirement of our Premises Licence that you must provide sufficient stewards for your event. We can arrange stewards on your behalf but there will be an additional charge for this service.
2. Any stewards working at the centre should be aged 18 years and over.
3. Door Supervisors (only) who are used for security purposes must be registered beforehand on the National Door Supervisor Scheme. We will supply Registered Door Supervisors through our current security contractor and based upon the fees set out in our agreement with our security provider. We will require an administration fee when arranging security personnel for you event. No door supervisor may drink alcohol or be under the influence of alcohol and/ or drugs while they are working on the premises.
4. At low risk assessed events, you may provide your own Stewards only. They must arrive at the UKCCA at least 30 minutes prior to the agreed ‘door open’ start time of your event so they can be properly briefed about safety matters by our staff. An event cannot begin until this briefing has been successfully concluded. All you stewards must follow the instructions given to them by our staff throughout the entire event.
5. Each event will be assessed beforehand by the UKCCA management team, which will decide whether or not registered door supervisors are required in addition to stewards. This decision will be based upon Health & Safety, Licensing conditions and requirements and, where necessary, referral to the Licencing Service. The hirer will be informed of this decision prior to the event and must adhere to it in order for the function/ event to go ahead.
6. For high-risk assessed events, we will need you to assist with the completion of a police risk assessment if so required by the Licencing Authority.
7. If you provide your own stewards then you will have responsibility for evacuating people with disabilities attending your function in the event of an emergency taking place. As a consequence, you must identify the number of people likely to be attending your function, who might require assistance leaving the building in such circumstances and whether or not your stewards are trained sufficiently to carry out such an evacuation. You must therefore discuss this matter with the centre’s event management team prior to holding your event.

**If you notice any defective equipment or damage**

1. Prior to or during your event, if you see any defective equipment or evidence of any damage at the centre, please notify our staff straightaway.

**Cleanliness**

1. The UKCCA will be thoroughly cleaned prior to your booking. However, it is your responsibility to ensure that the space(s) used by you and your guests/ audience is not left in an excessively dirty condition. A small number of rubbish bags will be provided upon request and cleaning equipment (non-mechanical and/or non-chemical) can also be arranged by prior agreement. If we consider the centre has been left in an unreasonable condition after your booking, you will be required to pay for the additional cleaning. You are strongly advised to check with our staff prior to your departure at the end of your booking about the likelihood of you incurring additional charges. Bear in mind that if you use external contractors (eg. For catering) you are responsible and liable for their cleanliness and whatever else they do or do not do at the centre which results in us having to expend time and expense rectifying it.

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| **SPECIFIC REQUIREMENTS FOR CERTAIN TYPES OF EVENTS** |

 **EVENTS REQUIRING LICENSING SERVICE APPROVAL**

**Music and Dancing Events**

1. The UKCCA holds a Premises Licence. The licence provides details of the permitted times for various events. You must enquire about these details and satisfy yourself that your will be able to comply with them prior to making your booking.
2. If you infringe our licence conditions, then we reserve the right to require you to reimburse us for the cost of any penalties, fines or financial costs incurred as a result of any legal proceedings or the settling of any legal proceedings resulting from a breach by you of our licence.
3. UKCCA work closely with the Licencing Service and expect you to provide the Licencing Service with the necessary details of all performers you intend to appear at your event. UKCCA will be guided by the recommendations of the Licencing Service with respect to your event.

**Projection of Film**

1. The times and conditions under which films are permitted to be shown are set out the UKCCA’s Premises Licence and you must enquire about these when making your booking.
2. Only non-flammable films may be used. Please note we are not able to provide a projectionist. You must make your own arrangements.
3. Before screening a film in public, you must ensure you have conformed to all the requirements of the Society of Film Distributors Ltd.
4. Please note that the British Videogram Association does not grant licences for the public showing of feature films, sports footage and documentaries on video, only music videos can be screened.
5. The hirer shall not cause or permit any lewd, obscene or indecent performances to take place on the premises not any indecent posters, advertisements, film, photographs or programmes to be displayed or shown.

**Performances Involving Children**

1. If your event includes child performers you must ask for and complete satisfactorily a copy of our ‘Child Performers Policy’. You must also supply a copy of your ‘Child Protection Policy’ before the booking can be confirmed.

**Events Aimed at Young Persons**

1. If you are planning an event primarily or exclusively for people under 21 years of age (e.g. club nights and live music events) special conditions will apply to your booking and further information is available from us in this regards upon request. It must be made clear in any advertising for the event that proof of age will be required for entry and that alcohol will not be sold to under 18’s. A risk assessment will be required to be submitted with your booking form. All such events will be brought to the attention of the local police force and licensing authority. Your booking will not be confirmed until we have received their respective agreements to the event going ahead.

**Auctions**

1. Auctions are permitted only with our prior written consent. Please note, however, that before considering whether or not an auction can go ahead, we will require three credible references. If any of the references are unsatisfactory then the booking will be cancelled.
2. Auctions must comply with the following conditions:
3. Each lot must be individually numbered.
4. Each lot must be visible and free for inspection by potential purchasers.
5. A catalogue of all lots must be available prior to the auction and a copy must be passed to the centre’s staff upon arrival.
6. An auction company must provide us with a contact telephone number (a mobile number is not acceptable)
7. The Trading Standards Office will be contacted for new clients and will be requested to attend.

The UKCCA reserves the right to cancel or stop an auction if any of the above is not complied with.

**Trade Sales**

1. Trade sales using the centre for more than one day may leave their stock overnight with the prior agreement of the management.
2. Only ‘A’ frame notice boards may be set up outside the UKCCA to advertise a trade sale on the day of the event in locations agreed with the centre’s management. These boards must be in good condition and the posters should be professionally printed. They should not obstruct public thoroughfares in any way. No notices should be affixed to buildings near the premises without prior permission being sought from the owners of the properties. The centre’s staff may ask you to remove/ re-locate signs which are inappropriately placed.

**Advertising**

1. We have limited capacity to assist you to advertise a public event to be held at the UKCCA.
2. Advertisements approved by us will be exhibited within and around the UKCCA on designated display boards provided for a period of up to 14 days prior to your event and subject to board space availability. Such posters or other advertising material must display the Centre’s logo, be of good quality and be professionally printed.
3. Details of your event can also be posted on our website provided that we receive the information from you.
4. You must comply with all statutory requirements and consents relating to advertising at the centre and elsewhere.
5. You must not carry out or permit anyone else to fly post your event. All notices advertising the event must only be affixed to premises or be placed on land or on the highway (this includes lamp-posts and “street furniture”) with the prior consent of the owner and/ or occupier or anyone else legally responsible for the premises, land or highway.

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| **BARS AND CATERING SERVICES** |

**Do you require a bar service for your event?**

1. We can provide you with a licensed bar service within the UKCCA. If you require such a service, please indicate this on the Venue Booking Form. Otherwise the bar(s) will be closed during your event.
2. A charge may be made if the centre’s bar takings do not cover the staffing costs for the bar.
3. If you decide to use our bars neither you nor your guests nor audience can bring your or their own drinks into the centre for consumption. This prohibition includes both alcoholic and soft drinks. In addition, raffle prizes which comprise drinks must not be consumed at the UKCCA.

**Do you require a catering service for your event?**

1. We can provide a comprehensive catering service for the majority of events held at the centre. If you require this service, please indicate this on your Venue Booking Form. We require all new customers to pay in full for their catering at least one week prior to their function date. If we provide catering requirements for the event, there will be no charge made for the use of the kitchen and all crockery, cutlery and glassware will be included.
2. You can bring in your own caterer for private functions if you wish. However, you will be charged for the use of the kitchen at our current rates.
3. Please note that you will be charged as the ‘person in charge’ for any damage and/or extra cleaning costs incurred as a result of your caterers actions whilst at the centre. Every attempt will be made to bring such problems to your attention prior to the completion of your event. However, this is not always possible and you will be contacted as soon as practicable afterwards.
4. If you are using outside caterers you should supply their name and business address. If they have not worked at the UKCCA in the past, we will require one recent reference from a similar centre or an independent auditor prior to the event as proof of their competency. They will also need to produce copies of relevant Health & Safety qualifications held by their staff pertaining to food hygiene.
5. Some caterers who fail to meet our standards or who have caused problems in the past are not permitted to use the facilities at the UKCCA. So please ensure that your caterer is approved by us prior to your event
6. If you use your own caterers, cooking utensils, crockery, cutlery and other such equipment will not be provided by us.

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| **CORKAGE CHARGES** |

1. The UKCCA has a licensed pay bar (and additional portable version) which can be opened during an event at no extra cost to the hirer. Alternatively, drinks may be purchased by the bottle for your event as required. **As the UKCCA is a licensed premises we reserve the right to levy a corkage charge on all drinks brought into this centre.**
2. For private functions **only** we allow customers to provide their own drinks for guests on the condition that:
* All drinks are provided free of charge; and
* A corkage charge is paid to the UKCCA.
1. In the event of a free bar being provided for guests, a charge of £2.00 per head (plus VAT) is made if any alcohol is served. If you are serving only soft drinks the charge is reduced to £1.00 per head (plus VAT). This charge is based upon the number of seats set out for your function and the maximum attendance level provided by you.
2. In addition, the UKCCA will charge corkage for all bottles of wine brought into a function. There are two ways of calculating this further charge:
* At £5.00 per bottle of wine (plus VAT) or £10.00 per bottle of champagne or sparkling wine in 75cl bottles (plus VAT), with the hirer informing the UKCCA of the number of bottles brought along **prior** to the event. The duty team will monitor this on the day.
* At an additional £3.00 per head (plus VAT) - as for the bar - with no need to specify the quantity used.

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| **SOUND AND LIGHTING SERVICES** |

**Do you require sound and/or lighting at your event?**

1. We can provide a fully comprehensive in-house sound and/or lighting service for you at an additional hourly cost. If you require such a service, please indicate this on your Venue Booking Form. No technical service can be provided for your event unless it has been agreed in writing beforehand.
2. Your booking fee covers the cost of the house lights, standard stage lights and sound systems. Additional audio-visual equipment (which is not included within our current technical specification) is available at an extra charge. All such equipment can only be set up/ dismantled by our Sound and Lighting Team. We can also provide cost effective technical packages for events as required.
3. We strongly advise you to use our in-house services, as these are tailored to the centre’s requirements. We also recommend that the Sound and Lighting Team should be hired for the whole of your event to ensure that any problems which may arise can be rectified without delay.
4. You may bring in your own technical staff but they are not allowed to use our equipment unsupervised.

**Lighting and decorations**

1. You must not make any additions to the lights already provided by us, and no decorations may be put up or used at the UKCCA without our prior consent.
2. If we grant permission to install lights or put up decorations, then the installation or putting up of any lights or decorations must be carried out under the direction for our staff, whose instructions must be adhered to. Any additional lighting or decorations introduced into the centre must comply with and be fitted in accordance with current Health and Safety legislation. It is your responsibility to check what this entails.

**Amplification equipment**

1. Such equipment must comply with current legislation relating to its usage and any relevant codes of practice. It is your responsibility to check what this entails.
2. Please note that none of your guests, nor any member of your audience, nor anyone attending your event should be exposed to higher sounds levels for the duration of the performance than recommended on the HSE website. In addition, the peak sound noise should never be situated within 2 metres of any member of the audience and must be mounted on high supports. You should have proper means of ensuring that this is complied with.

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| **AFTER YOUR EVENT** |

1. At the end of your function you will be asked by us to sign a ‘Completed Events Form’. Any additional items used should be listed on this together with a note of any damage caused during your event which is discovered prior to your departure from the premises.
2. If we find any damage after you have vacated the UKCCA you will be notified by telephone and/or email as soon as possible. This will be confirmed in writing.
3. We will raise an invoice in your name as soon as practicable after your event to take into account all chargeable items, including repairs and or replacement of any damaged/ missing items. Any deposit payment you have previously made to us will be deducted from the costs and you will either receive the invoice for any balance still owing or a refund check for the money we owe you from your deposit.
4. After your function you may receive a ‘Customer Feedback Form’ by email. We would be grateful if you could complete the form and return it to us, as this information helps us to plan and improve our services.
5. If you have any queries with the items or amounts shown on your invoice you must put your queries in writing giving your reason(s).

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| **LEGAL OBLIGATIONS AND LIABILITIES** |

**Termination of bookings**

1. If we believe that any of these conditions have been violated or if it appears to be in the public interest to do so, then we reserve the right to terminate your event at any time. Our decision is final.

**Copyright**

1. We hold a Performing Rights Society Ltd Agreement, which permits the performance (subject to certain exceptions) of all works (some examples are: songs or recitals or speeches and so on) under the Society’s control, but this does not permit us or you to reproduce any of these copyright works whether by gramophone or electronic means.
2. You must not infringe anyone’s copyright and you agree to reimburse us for any sums of money we may have to pay to any person holding, or acting for the person holding, the legal rights in the copyright by you during your event provided neither we nor our staff nor anyone else we are legally responsible for have been negligent.

**Duty of UKCCA for safety of staff, visitors and other users**

1. We have a duty to ensure your safety and that of your guests or any other persons present during the booking, including our employees or agents or visitors or any other person present during the booking, whether or not that person was invited, and all other persons lawfully entitled to be present at the centre during the event.
2. You must assist us by ensuring the safety of your guests and any other person present during your booking, whether or not that person has been invited, and our employees or agents or visitors and all other persons lawfully entitled to be present at the UKCCA during the event.

**Duty of hirer not to discriminate against disabled people**

1. The Equality Act 2010 and the Disability Discrimination Act 1995 (Part III) make it unlawful for you to treat disabled people who want to attend your event less favourably for a reason related to their disability. The Act also requires you to make reasonable adjustments for disabled people, such as providing extra help or making changes to the way you provide your event. You should ensure that people employed by you are aware of their duties under the Disability Discrimination Act. All hirers using the centre for a public event are requested to consider making and advertising the show as a signed performance. The UKCCA will endeavour to actively assist and support such performances.
2. Please be aware that for Health & Safety reasons there is a limit on the number of wheelchair users that can be accommodated within each room. Please check with the centre if you are likely to have wheelchair users at your event.

**Indemnity**

1. If we consider you to be at blame for any costs, expenses or losses we incur; compensation we have to pay; or damage we have to repair as a result of your booking of the centre whether this relates to damage to the exterior or interior of the centre or its fixtures and fittings or to the theft of any fixtures and fittings or the property of anyone present during the booking or because of the death or injury of any person lawfully present during the booking whether in their official or personal capacities including any person who may not have been invited by you, you will have to pay us the full amount we have to pay to any person or persons as a result of any of these occurrences. You will have to pay us as soon as we let you know the amount. We will provide details of our calculations.
2. Please note, however, that if we or any of our staff have been negligent in relation to any of the above events we will not make any claim against you.
3. However, if there is an incident which give rises to a number of separate or consolidated claims against us as a result of your booking, then in respect of any claim or claims where we have not been negligent, we reserve the right to claim against you in respect of the claim or those claims where we have not been negligent.
4. We require you to take out insurance to cover the above risks. **For all the functions open to the general public you must take out ‘Public Liability Insurance’ for a minimum coverage of £5,000,000. A copy of the insurance must be sent with your Venue Booking Form.**

**Variations to conditions**

1. We reserve the right to vary these conditions at any time. Any variation shall be deemed to be incorporated in these conditions.

**Headings**

1. The headings in these conditions are for information only and do not form part of these conditions of hire.

Revised by HW/CMA on 30/APR/18