

BBO (APR 09)

Hire of Studios & Meeting rooms

Terms & Conditions

1 Initial Booking

Initial booking can be made in person, over the phone or through e mail. You are required to sign this agreement confirming you understand and agree to the terms and conditions detailed.

2 Access

Please register with the BBO office in person before commencing your first session (office hours 9.30am - 4.30pm). It is your responsibility to arrange access, in advance, (abiding by security measures) if booking outside of these hours.

BBO is under no obligation to accommodate Hirer's or their clients early arrival at the BBO premises but it will try to be helpful in such circumstances.

3 Contact details

You are required to keep the BBO informed of you current contact details

4 Hire Period

The hire period permits full access to the space for the time allocated. The hirer must consider requirements for preparations, warm up, fulfilling exit needs and book accordingly. The hire period will be deemed to have concluded at the 'finish time' as indicated by the hirer and should allow sufficient time to leave the premises in good order and avoid over running and infringing on the time allocated to the next hirer. Any time spent after the agreed hire period will be subject to an additional charge.

5 Leaving the premises

The hire space should be left as the hirer would expect to find it. In particular, audio systems should be switched off at the mains, lights should be turned off and windows and doors should be appropriately secured.

6 Health & Safety

The hirer is responsible for ensuring that all their employees, artists, sub contractors, volunteers, guests and any other 3rd party not associated with the BBO and permitted entry to the hire space comply with the BBO Health and Safety requirements. In particular the hirer should ensure they familiarise themselves with the procedures in the event of fire and the location of the first aid facilities.

Accidents, injuries or concerns should be reported to the BBO.

7 Equipment & Damage

Any damage sustained must be reported immediately to the office for inspection.

The cost of any repairs will be charged to the hirer.

8 Lost Property

The BBO will not be responsible for any items left in any space after the hire period. As a matter of courtesy, items may be kept aside for collection for a period at the BBO's discretion.

9 Cleaning

All areas should be left clean and tidy. In particular, changing rooms and toilets should be checked to ensure they are left in an appropriate state of cleanliness. All items of garbage should be removed. The full cost of any exceptional cleaning and/or repairs will be charged to the hirer.

9 ADDITIONAL FACILITIES

9.1 Car Park

Parking is limited to a maximum of three vehicles available for the duration of the studios and meeting rooms hire. Parking on Lonsdale Road is restricted between 10am and noon. No bicycles are to be brought into the building under any circumstances. All vehicles and bicycles are left in the car park entirely at the owner's risk.

9.2 Kitchen

It is possible to hire a small kitchen within the BBO for a fee of £10 per day (£5 per half day) excluding consumables. The hirer is responsible for ensuring that the kitchen is left in a clean and tidy state.

9.3 Music System / Piano / Ballet Barres

These may be used free of charge.

10 CANCELLATION POLICY

The BBO reserves the right to refuse or cancel a booking at any time and to cancel a provisional booking. If the hirer cancels a booking once it has been confirmed, a cancellation charge may apply at the BBO's discretion.

11 INSURANCE DISCLAIMER

The BBO accepts no responsibility for any injury caused whilst using the facilities. All personal belongings are the responsibility of the hirer and the BBO accepts no responsibility for the loss and/or damage of any such items.

12 SMOKING

The BBO operates a strict no smoking policy

I agree to all the terms and conditions stated in this agreement

Signed: _____

Name: _____

Date: _____

Please sign and return prior to the first booking.