

CONDITIONS OF HIRE

Sphere Leisure Limited operates Active Conferences and Events, which is the subsidiary trading arm of Circadian Trust.

"The Hirer" refers to the person signing the contract booking form.

Period of Hire

The Hirer will have access to the facilities from the agreed date and times referred to in this booking form, and any other correspondence. The period of hire stated on the booking form must include setting up and setting down time; an excess fee will be levied if the booking over-runs.

Hirers Responsibilities

The Hirer is responsible for the following:

- Observing directions given by Centre Staff, and allowing access at all times to any representative of the Centre Management Team.
- Conducting the hiring in a safe and orderly manner, in accordance with any relevant by-laws, and regulations.
- Restricting the number of guests attending their event to those specified in the application.
- No food or alcohol is to be brought onto the premises. All catering rights, including the provision of alcoholic beverages, are the sole responsibility of Sphere Leisure Limited. Please note that bringing your own food and drinks on site is strictly prohibited.
- Equipment cannot be brought onto the premises to use for heating and cooking.
- Corridors and exits, including fire exits, must not be blocked under any circumstance and kept clutter free. This applies to all areas of the Centre internally as well as externally.

- No motor vehicles are to be parked where they are obscuring or blocking exit ways.
 - Disabled parking spaces are for use by disabled customers only.
 - Fire appliances must not be removed or tampered with.
 - All relevant health and safety guidelines must be adhered to. Further guidance can be provided upon request.
 - The Hirer shall indemnify Sphere Leisure Limited from and against any and all loss, damage, or liability (whether criminal or civil) suffered, and legal fees and costs incurred resulting from a breach of this Agreement by the Hirer.
 - Personal injury, death or any kind of liability that may arise from any act or omission by the Hirer in any part of the venue will not be the responsibility of Sphere Leisure Limited.
 - The Hirer will be responsible for any damage to the property of the venue, or to themselves or their guests during an event, and will agree to make good or pay full restitution for the making good of any such damage.
 - Paying Sphere Leisure limited the cost of repairing or of making good any loss or damage over and above normal wear and tear arising from negligence of the hirer, or any member of the hiring group to the premises or equipment.
 - No Rooms are to be sublet.
 - All event related waste is to be removed from the venue premises, and disposed of responsibly.
- Premises**
- The Hirer shall not cause or permit any person to drive any nails, screws or other fixings into the walls, doors, or floors, or into any furniture or fittings, or permit anything likely to cause damage to the building or any such furniture or fittings. It is the duty of the Hirer to ensure that their contractors, clients, and attendees fully adhere to this policy.
 - No notices may be fixed to any walls, doors, or panelling. (Equipment such as flipcharts can be supplied for this purpose. The Hirer must provide advance notice for equipment hire).
 - No painting or making good with alternative products will be allowed on the premises.

Equipment

- Any furniture, equipment or apparatus, must be brought or sent to the Centre at an agreed time by the Event Manager, and shall be unloaded, placed in position, and removed by persons employed by the Hirer.
- Any additional electrical requirements are to be agreed in advance with the Event Manager. A bona fide electrician must carry out any additional work.
- Where electrical appliances are in use, a portable appliance test certificate must be shown prior to the booking.

Broadcasting Rights

Broadcasting (sound or television) filming or photographic rights require the prior written consent of Sphere Leisure Limited.

Cancellation by the Hirer

- Cancellation by the Hirer must be made in writing 30 days before the event. All cancellation correspondence must be marked for the attention of the Event Manager at Thornbury Active Lifestyle Centre, Alveston Hill, Thornbury, South Gloucestershire BS35 3JB
- Any deposit made upon booking

is non-refundable.

- If the booking cancelled with less than 30 days' notice then a full charge is made with no exceptions in refunds.

Cancellation by Us

- In the unlikely event whereby Sphere Leisure Limited cancels a booking, Sphere Leisure Limited will refund to the hirer. In the case of cancellation arising from the Hirer failing to comply with the conditions of hire, the full charge for the booking will be made.
- Any hire charge paid to Sphere Leisure Limited for a booking, which is cancelled by Sphere Leisure Limited, shall not be liable for breach of contract, nor held liable for any expenditure incurred or loss sustained, directly or indirectly by the Hirer because of cancellation of a booking.
- Sphere Leisure Limited reserves the right to refuse any application, or cancel, or terminate any booking.

Payment

- On confirmation of booking, a non-refundable deposit of up to 25% is required to secure the booking. The remaining balance will then be due 30 days before the event takes place.
- Payment of invoice can be made by BACS or cheque. Our payment terms are 30 days from date of invoice. Cheques should be made payable to Sphere Leisure Limited.

Privacy

We will retain your details in order to contact you and deliver a service to you. Further details about how we manage your data can be found in our Privacy Notice www.activecentres.org/policies

I, the hirer, agree on my own behalf and/or on behalf on the organisation I represent to have read and understood and be bound by the conditions to hire above as laid down by Sphere Leisure Ltd.

Signed

Date

CONTACT US

Lorraine Andrews. Events Manager

Thornbury Active Lifestyle Centre, Alveston Hill, Thornbury, South Gloucestershire BS35 3JB

lorraine.andrews@circadiantrust.org | Tel: 01454 279944 x4002