

# BEAP EVENT BOOKING FORM

Event Title:	Company name:
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Event date:	Start time:	End time:
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Contact name:	Contact tel:
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Event Type: Meeting	Training	Interview	Other
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Contact fax:	Contact email:
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Room booked:	Number of attendees:
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Invoice for the attention of:  Billing address:
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Room Layout: Please specify or sketch below (see attached layout plan)
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Setup charge: Staffing charge: Cleaning charge: Miscellaneous:
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The booking will be classed as provisional and released 5 working days in advance of the event without this signed returned form. Please read the enclosed terms & conditions of hire and sign below to indicate acceptance of such.	
I agree the above details are correct and I accept BEAP's terms & conditions	
Signed:	Print name:
Position:	Date:

## **Payment & Cancellation**

As detailed in the terms & conditions (below) an invoice will be issued after the hirers have vacated the room, All payments are to be made within 7 days from the date of invoice. The Managers may use their discretion to ask for the full amount plus a deposit of £200 to be paid in advance.

Cancellations will be free of charge if made over 15 working days in advance. Cancellations made in the period of 14 – 6 working days will incur a cancellation fee of 50% of the *room hire cost*, excluding equipment and catering.

Cancellations made 5 working days or closer to the event will incur a cancellation fee equal to the cost of the room hire. Excluding equipment and catering.

It is illegal to smoke inside the Community Hall, strictly no alcohol allowed on the premises.

By signing overleaf, you are agreeing to the above charges and the terms and conditions outlined in the attached document.

# **TERMS AND CONDITIONS FOR HIRE OF ROOMS AND EQUIPMENT IN PREMISES**

## **DEFINITIONS**

BEAP	BEAP Community Partnership, the charity that manages the Bangladeshi Peoples Association building (BPA).
The Client	The person or organisation that enters into an agreement with BEAP to hire conference rooms and/or meeting rooms and/or training facilities and/or equipment.
The Room	The conference, meeting or training room that is provided under the agreement including tables, seating, lighting and heating.
The Equipment	The equipment which is provided under the hire agreement includes all physical items of hardware, cables and any other items for its operation, with manuals if required.
The Hire Fee	The agreed cost relating to the use by the Client of the Room and the Equipment for a specified period, as detailed on a booking form and subject to these terms and conditions. The Hirer shall not hire the Room or Equipment to other person(s) or organisation for their exclusive use.
Period of hire	As specified on the booking form

## **CONFIRMATION**

Bookings must be confirmed by the Client's signing the Booking Form supplied by BEAP which can be returned by post or facsimile. Variations to the booking will be accepted on verbal instruction and must be confirmed by written or facsimile instructions unless otherwise stipulated by BEAP. BEAP reserves the right not to accept any booking or extension to a booking at their sole discretion.

## **DEPOSITS & PAYMENTS**

For corporate bookings, an invoice will be issued by BEAP after the Client has vacated the room and returned the equipment. All payments must be made within 30 days of the date on the invoice.

For private bookings, a refundable security deposit of £50 deposit must be paid no less than 14 days in advance, with the full fee to be paid in full no less than 7 days in advance. If no deposit is received by BEAP, the booking will be automatically released 14 days prior to the event.

In the event of cancellation, damage to the facility or the equipment, or if additional cleaning is required, BEAP reserves the right to retain all or part of the security deposit.

## **CANCELLATION**

Cancellations will be free of charge if made over 15 working days in advance.  
Cancellations made in the period of 14 – 6 working days will incur a cancellation fee of 50% of the *room hire cost*, excluding equipment and catering.  
Cancellations made 5 working days or closer to the event will incur a cancellation fee equal to the cost of the room hire, excluding equipment and catering.

## **REFERENCES**

Before accepting any booking BEAP may at its discretion require references.

## **OCCUPATION AND DELIVERY**

BEAP will set out the Room as specified on the booking form and deliver the Equipment as stipulated for the booking on the day and time agreed with Client. We will arrange for the collection of the equipment from the Client at an agreed time.

## **ACCEPTANCE**

The Client shall check that the Room is laid out as specified and the Equipment supplied corresponds to the booking instruction and is in working order. If any of the Equipment is subsequently found to be faulty or not found to correspond with the booking instructions, it should be notified to BEAP before the session starts so that alternative arrangements can be made. If this is not done the equipment will be charged at the full rate.

## **CONSUMABLE ITEMS**

It is the responsibility of the Client unless otherwise specified, to supply or pay for the supply of any consumable items to be used in conjunction with the Equipment.

## **REFRESHMENTS AND FOOD**

BEAP recommends its in house caterer for all refreshments and meal requirements. Should Clients bring their own food/refreshments/caterers to the community hall, an additional charge may be levied. BPA Community Hall is a public building so the Client is responsible for ensuring that their food whether brought in or purchased from BEAP is consumed only by their delegates. BEAP cannot be held responsible.

## **CARE OF ROOM AND EQUIPMENT**

The Client shall keep the Room and the Equipment in good condition and not subject them to any misuse, taking account of recommendations given by BEAP. In the case of Equipment it must be used in accordance with the manufacturers' recommendations.

The Client must not remove the Equipment or any other physical items from the Room

No posters or papers are to be attached to wallpapered rooms.

Consumption of alcohol is allowed in rooms which are being hired under the Agreement, provided that there is no charge for the alcohol or an entrance fee to the function.

## **SMOKING**

Smoking is not permitted anywhere in the Community Hall. Those visitors and delegates going outside to smoke must stand at least 20 metres away from the exit.

## **MAINTENANCE AND DAMAGE**

In the event of failure of the Equipment supplied, BEAP will use reasonable endeavours to replace the equipment during the hire period.

Where failure of the Equipment is due to misuse by the Client such repair or replacement will be charged at a fair commercial rate. In the event that the Client disputes the costs or liability and wishes to inspect the Equipment, the Client must give notice in writing of their intentions within 48 hours of receipt of the notification from BEAP, the Client must then inspect the Equipment within 7 days of giving notice of their intentions, otherwise the Client must accept the valuation of costs notified to them by BEAP.

## **LIABILITY**

BEAP accepts no liability for personal injury or death or from any claim or proceeding in respect thereof arising out of or in connection with the equipment (including without prejudice to the foregoing generality, the failure of the Equipment) or the use thereof, other than where death or personal injury arises from their proven negligence. BEAP shall not be liable for repairing or replacing Equipment or items used in conjunction with the Equipment, which is not subject to the Hire Agreement.

BEAP accepts no liability for theft of personal property or possessions including vehicles and their contents for visitors who are temporarily on or about the community hall.

Whilst BEAP does hold public liability insurance, it is the responsibility of the hirer to provide their own liability insurance for the event and attendees in case of injury or death occurring during the event through no fault of BEAP.

## **NOTICES**

All notices will be sent by recorded delivery to the Client's last notified address. Any notice will be deemed to have been accepted on the date of receipt of the recorded delivery. All notices to BEAP must be sent to BEAP, Neighbourhood Resource Centre, 31 Cornwall Road, Bradford, BD8 7JN, Tel: 01274 731020.

## **DISPUTE**

Any dispute between BEAP and the Client arising from the hire of rooms and equipment or these Terms and Conditions shall be subject to English Law.