

# studio booking form

please email your completed form to [info@thebridge-uk.org](mailto:info@thebridge-uk.org)



## hirer detail (person booking the studio)

full name:

name of organisation:

invoice address:

phone number:

email:

## documentation and certificates

Before we can allow you to hire our studio, we will require copied of all qualifications and insurance documentation related to the activity you intend to deliver. Please email these over in advance of your hire. If you are not sure whether you require certificates for your studio booking, please contact our reception team.

Documents provided: ☐ Certificate(s) attached (required)

☐ Insurance attached (required)

## studio hire details

date required:

time required

from:

to:

total length of hire:

hours

## room requirements

☐ chairs

☐ flipchart

☐ other fitness equipment (please list):

## other requests

## hire agreement:

The Bridge Central (The Bridge) One-off or occasional short term hire at:  
73 – 81 Southwark Bridge Road, LONDON SE1 0NQ

Please note:

- A. Application: All communications for the hire of the Hired Space must be returned to The Administrator on behalf of The Bridge Central (Registered Charity number 1071315; company limited by guarantee no: 3606940; Registered Office: 73 – 81 Southwark Bridge Road, London SE1 0NQ) who may call for any further information.
- B. Applicant: The Applicant on the submitted form must be over 18 years of age and shall be personally responsible for all payments and compliance with the terms of hire.
- C. Permission to use the hired space: If The Bridge Central has confirmed agreement the Applicant may use the Hired Space for the purposes identified and no other purposes on the terms set out above and the terms of hire set out below this permission.

Deposit: 50% of the total room hire invoice amount requires immediate payment once invoice is received. We accept payments by cash, debit/credit cards or BACS.

## payment

Please select one of the following methods of payment:

☐ Cheque/Postal Order: I enclose a Cheque/Postal Order for £ payable to The Bridge Central.

☐ BACS Payment . Payment details for BACS: Clydesdale Bank, Sort Code: 82 – 66 – 17, Account No. 60021519, Account Name The Bridge Central. Please email a copy of your remittance to [info@thebridge-uk.org](mailto:info@thebridge-uk.org). The invoice number is required as the payment reference. Completion of a booking form and payment of the deposit confirms acceptance of the terms of hire.

☐ Credit/Debit Card (please call 020 7089 6250 to make this payment over the phone or make the card payment in person at reception).

## terms of hire – hire being on the on the following terms:

1. fees and deposit
  - 1.1 A 50% deposit must be paid to The Bridge Central at the time of booking, once the invoice for the hire has been received.
  - 1.2 Deposits are non-refundable and non-transferable. In exceptional circumstances a deposit may be transferred at the discretion of the Chief Executive.
  - 1.3 Final balance payment for all Room Hire, Equipment Hire and Catering is due one week before the first hire date stated on the invoice.
2. applicant's undertakings  
The Applicant shall in any use of the Hired Space:
  - 2.1 be responsible for the hired space and the behaviour of all persons connected with the booking, before, during and after the hire.
  - 2.2 take all precautions for the safety of all persons entering/using the hired space during the period of hire.
  - 2.3 ensure all attendees are aware of the Fire Evacuation Procedure and escape routes upon arrival.
  - 2.4 prevent the hired space being used in such a way which is unlawful or contrary to the principles of the charitable Objects of The Bridge Central. In addition, you are required to be respectful of other users of the premises and in the vicinity.
  - 2.5 prevent damage to any part of the hired space which includes but is not limited to any decorations, furniture or fixtures, and be liable for any damage to the Hired Space or building connected with the hire.
  - 2.6 accept that in the event of any damage to the hired space or building connected with a hire, the Applicant will be liable to pay The Bridge Central for all costs of any repair, as well as any loss of income resulting from the damage.
  - 2.7 not move or add to any electrical heating or lighting systems, or install or use any electrical gas or oil powered appliance at the Hired Space without the prior agreement of The Bridge Central.
  - 2.8 prevent gambling, smoking, gaming, broadcasting, filming, public performance or the consumption of alcohol on the hired space unless the prior written approval of The Bridge Central has been obtained and all legal requirements are met in full.
  - 2.9 obtain any necessary consents/licenses or permissions for the use of the Hired Space (including Entertainments or PRS license for music) and comply with them and any statutory common law or other requirements of any competent authority and produce copies of any such consents/licenses or permissions to The Bridge Central on demand.

- 2.10 leave the hired space in a clean and tidy condition with all furniture or equipment returned to their original positions (unless otherwise agreed by The Bridge Central).
  - 2.11 observe any security requirements for the use of the hired space as The Bridge Central specify.
  - 2.12 indemnify The Bridge Central from and against all actions/proceedings costs claims and demands or other liability which may arise in any way whatsoever in connection with the hiring including (without limitation) any breach of the terms of this agreement.
  - 2.13 not to impede The Bridge Central or anyone authorised by them in the exercise of The Bridge Central's rights of possession and control of the hired space and The Bridge.
  - 2.14 to observe the regulations made by The Bridge Central.
  - 2.15 not to affix or display any signs, flags or advertisements outside the hired space without The Bridge Central's consent.
  3. on-site catering
    - 3.1 If catering from our on-site cafe has been selected, details should be finalised at least one week in advance of the hire date, including timings and dietary requirements.
    - 3.2 If you would like to request catering less than one week in advance of a hire, this will be at the Cafe Manager's discretion.
    - 3.3 External catering is not permitted in the hired space.
  4. cancellation by applicant
    - 4.1 If the Applicant wishes to cancel the hiring in whole or in part the Applicant must give **The Bridge Central** written notice to that effect.
    - 4.2 If the deposit payment has been made and notice of a cancellation is given one week prior to the date of the hire or earlier, **The Bridge Central** will retain the deposit but no further payment will be due.
    - 4.3 If full payment has been made and notice of a cancellation is given one week prior to the date of the hire or earlier, **The Bridge Central** will refund or credit the applicant the full hire cost less the 50% deposit.
    - 4.4 Full payment is required one week in advance of a booking. If notice of a cancellation is given less than one week prior to the date of hire, the full hire cost will be retained by **The Bridge Central** and the Applicant will be liable for any costs still outstanding.
  5. cancellation by The Bridge Central
    - 5.1 The Bridge Central may cancel the hiring if the hired space is required for any purpose in connection with a Parliamentary or local government election or if the hired space is rendered unusable or the Hired Space is required for a Bridge Central function.
    - 5.2 If the hiring is cancelled for any such reason as is mentioned in Condition 5.1 The Bridge Central will give to the Applicant the maximum possible notice and refund the Fee (or the relevant proportion) but will not otherwise be liable to the Applicant.
  6. breach by the applicant
    - 6.1 If the Applicant fails to observe any of these conditions The Bridge Central may cancel hires without notice, issue additional charges, prevent the applicant from making future bookings or similar.
    - 6.2 general
      - 6.3 The Bridge Central gives no warranty that the hired space is legally or physically fit or suitable for the Applicant's purposes and the Applicant must ensure its suitability before booking.
      - 6.4 The Bridge Central and all persons authorised by it has the right to enter, use and occupy the hired space at all times.
      - 6.5 The hiring does not grant any interest or estate in the hired space and is not intended to create the relationship of landlord and tenant.
      - 6.6 The Applicant shall pay any VAT chargeable in respect of any supply made to the Applicant.
      - 6.7 The Bridge Central shall not be liable for death, injury, damage to property or for any losses, claims, actions, proceedings, costs or expenses or other liability incurred by the Applicant or any person related to their hire (to the extent that exclusion of such liability is permitted by law).
- ☐ The Bridge occasionally likes to send details about special offers and events to our room hirers. Please tick the box if you would prefer not to receive this information.

The Bridge is the working name of The Bridge Central, a registered charity (No. 1071315) and a company (No. 03606940) limited by guarantee and registered in England. VAT No. GB 135 5256 20. Registered Office: 73 – 81 Southwark Bridge Road, London, SE1 0NQ