



room hire booking form

please email your completed form to info@thebridge-uk.org

or complete our online form at www.thebridge-uk.org/bookmeetingroom

+ hirer details:

full name:	
contact number:	email:
name of organisation:	
invoice address:	
<input type="checkbox"/> corporate hire/other <input type="checkbox"/> charity hire (your charity number _____)	

we would love to know how you heard about us:

+ the room

room requested:	<input type="checkbox"/> southwark	<input type="checkbox"/> westminster	<input type="checkbox"/> waterloo
date required:	time required:		
number of participants:	room set up:		
do any participants have access requirements:			
Personal Emergency Evacuation Plans (PEEP) are available on request			

+ equipment (optional)

☐ presentation equipment (tv screen) ☐ the OWL ☐ flipchart (+pens) ☐ whiteboard (+pens) ☐ laptop

+ refreshments (optional)

☐ tea coffee and biscuits time:
☐ the breakfast bite time:

+ food (optional)

☐ classic lunch time: served in: ☐ café ☐ room

in making this booking, you agree to the terms and conditions set out on the following pages

name:

signed:

date:

if you have any other requests or would like us to know anything prior to the hire, such as dietary requirements or access needs please let us know in your accompanying email - thank you.

hire agreement

for a one-off or occasional short-term hire at: The Bridge Central (The Bridge), 73 – 81 Southwark Bridge Road, London, SE1 0NQ

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. We may call for any further information.

applicant: the Applicant on the submitted form must be over 18 and will be personally responsible for all payments and compliance with the terms of hire.

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 the sales order is received.

payment: The following payment methods are accepted:

- **Cheque/Postal Order:** payable to The Bridge Central.
- **BACS Payment:** Payment details for BACS: Clydesdale Bank, Sort Code: 82 – 66 – 17, Account No. 60021519, Account Name: YWCA Central Club. Please email a copy of your remittance to 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:

fees and deposit

- A 50% deposit must be paid to the Bridge Central at the time of booking, once sales order for the

hire has been received.

- Deposits are non-refundable and non-transferable. In exceptional circumstances a deposit may be transferred at the discretion of the Charity.
- Final balance payment for all Room Hire, Equipment Hire and Catering is due one week before the first hire date stated on the invoice.

use of the Hired Space

The Applicant will:

- be responsible for the hired space and the behavior of all those connected with the booking, before, during and after the hire.
- take all precautions for the safety of all people entering/using the hired space during the period of hire.
- upon arrival, ensure all attendees are aware of the Fire Evacuation Procedure and escape routes.
- Ensure all attendees are aware of optional PEEP plans at request.
- 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.
- 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.
- 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.
- 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.
- prevent gambling, smoking, gaming, broadcasting, filming, public performance or the

consumption of alcohol in the hired space unless the prior written approval of The Bridge Central has been obtained and all legal requirements are met in full.

- 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.
- leave the hired space in a clean and tidy condition with all furniture or equipment returned to its original positions, unless otherwise agreed.
- Comply with our environmental commitments by adhering to the correct waste and recycling methods provided.
- observe any security requirements for the use of the hired space as The Bridge Central may specify.
- 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.
- 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.
- to observe the regulations made by the Bridge Central.
- not to affix or display any signs, flags or advertisements outside the hired space without The Bridge Central's consent.

on-site catering

- 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.
- If you would like to request

catering less than one week in advance of a hire, this will be at the Charity's discretion.

- External catering is not permitted in the hired space.

cancellation by applicant

- 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.
- 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.
- 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.
- 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.

cancellation by the YWCA Central

- 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.
- If the hiring is cancelled for any such reason as is mentioned in 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.

breach by the applicant

- 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.

general

- 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.
- The Bridge Central and all people authorised by it has the right to enter, use and occupy the hired space at all times.
- 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.
- The Applicant shall pay any VAT chargeable in respect of any supply made to the Applicant.
- 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).

space hire fair processing notice website

By submitting personal data manually or in electronic form to our website, you automatically give your consent that all personal data you submit may be processed by us.

We will collect information when you read pages or download information from our web site but this will not personally identify you

sensitive data

We collect financial data for payment processing and to comply with our legal

obligations.

why we need your information

We will use any information collected to provide you with the services, products or information you have requested. We may need to share your information with our service providers and agents for these purposes.

We will use your information only for the purposes of:

- responding to your query and providing relevant information
- providing you with any services that you have purchased or receive free
- checking your eligibility where appropriate
- research and analysis so we can develop and improve our services for your benefit
- providing marketing communications (if you have given us your permission)
- asking you to complete a survey or an evaluation to help us develop or improve our services
- contacting you about events
- processing a transaction if you make a payment to us
- complying with legal requirements.
- investigating any concerns or complaints you have about our service

We will only use your information for the purposes it was given. The information will not be put to any other use without seeking additional consent from you.

how long we keep your information

We retain your data for 6 years after your booking to fulfil our legal obligations.