



Room Hire Agreement V2 261017

The Bermuda Phoenix Centre Ltd ("BPC") Room Hire Agreement

The Hirer agrees to use the premises for the purpose(s) stated at the time of hiring and leave the hired premises, the toilets and passages clean and free of litter and refuse.

The capacity of each room is as follows:

Main Hall - 150 persons Conference Room - 80 persons Meeting Room - 20 persons.

The Hirer is solely responsible for the well-being and safety of users and occupiers of the hired premises under the terms of this agreement and, by agreeing to these terms and conditions and signing below, the Hirer indemnifies BPC for any loss and damage of fixtures or fittings or personal injury arising from and during use by the Hirer and or its guests.

The hours of operation and terms of the BPC Premises Licence shall be adhered to at all times. Details of this Licence are available from the Centre Manager on request. This Licence requires that the Hirer is a member of BPC.

The Hirer agrees to be bound by BPC's Health and Safety Policy. A copy of this policy is available from the Centre Manager on request. There is a First Aid box in the manager's office and another in the kitchen area.

If the Hirer or its guests are found to be in breach of the terms of this agreement BPC reserves the right to terminate the use of the room hired without notice.

User Groups / long term Hirers must have their own insurances and operational practices and procedures that reflect the responsibilities inherent in their operations. No responsibility for the actions of User Groups will be accepted by the administrators of BPC.

In using BPC's car park and on leaving the premises generally we ask that all users respect the residential neighbours who live nearby.

In the event that BPC is unable to provide the premises booked under this agreement appropriate monies paid under this agreement will be refunded. The Hirer acknowledges that BPC will not be responsible for any losses financial or otherwise which the Hirer may suffer as a result of cancellation in accordance with this clause.

Name of Hirer Signed: Date

BPC Membership No.

Contact (Invoice) Address:

Contact Phone Number:

Purpose of Booking:

Date/Times of Event:

Number Attending:

Is Catering Required, (Buffet style catering can be provided at £6 per head) YES/NO

Any special requirements.

When the form is completed and signed please email it to us, drop it off to James or post it back to us

OFFICE USE ONLY:

Booking confirmed and entered in diary _____ (Name)

Catering informed if requested _____ Total Amount Due: £ _____