



Terms and Conditions for Hire

St Annes House

Bricks Trading Limited

Definitions

Bricks - Bricks CIO, a charitable incorporated organisation (charity number 1183118).

BTL - Bricks Trading Limited (company number 12359038) is a company limited by shares that is wholly owned by Bricks. Together Bricks and BTL manage St Annes House, but BTL manages the hiring of community rooms.

Event - The agreed activity/activities or event arranged by the Hirer.

Events and Facilities Assistant - the member of Bricks Staff appointed to manage the Premises at time of the Event.

Hirer - the organisation or person specified on the Booking Confirmation.

Hirer Attendees - visitors to and participants of an Event, or other members of the public attending the Premises in connection with the Event or on the Hirer's behalf.

General Manager - BTL staff Member making any arrangements with the Hirer in relation to the Event.

Premises - St Annes House, St Annes Road, Brislington, Bristol BS4 4AB, including any outside space.

Representative - means the representative of the Hirer nominated by the Hirer in accordance with condition 2 below.

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1. The Premises are hired out on the understanding that Bricks and BTL shall not be liable for any claims in respect of damage, loss or injury of any description, other than those arising out of the wrongful acts or omissions of BTL and its servants or agents. Whilst BTL takes every step to ensure the safety of Visitors to the Premises, the Hirer should make their own arrangements to make sure their Event is appropriately risk assessed and has adequate insurance cover. The Hirer may be required to present evidence of their risk assessment and/or own public liability insurance in advance. Neither BTL nor Bricks accepts any liability whatsoever for any damage incurred to persons or property whilst outside the Premises.

2. A designated individual should be appointed by the Hirer as the primary point of contact for BTL and the person with overall responsibility for the



Event. The Representative must:- Be over 21 years old NOT be under the influence of alcohol or other controlled substances for the duration of their Event or when in negotiations or other discussions with BTL in relation to the Event. The Representative must remain on the Premises for the duration of the Event unless otherwise agreed in advance with the General Manager.

3. Contractors – including but not exclusively crew, technical staff and caterers – commissioned by the Hirer for the Event should:

- Be competent and capable to carry out their work in adherence with standard health and safety regulations
- NOT be under the influence of alcohol or other controlled substances for the duration of the Event
- Have and be willing to present evidence of any relevant insurances or certifications.

4. The Hirer is responsible for:

- paying the agreed 25% deposit in order to confirm the booking. This should be paid within 2 weeks of receiving the invoice.
- ensuring that the hire fee is paid in full at least 7 days prior to the Event taking place. If you cannot pay the hire fee before the Event, please raise this at the booking stage and we will see if we can accommodate another arrangement.
- ensuring any additional requirements such as the hiring of Bricks or BTL equipment and the extra cost of such hires are communicated, agreed in advance of the Event.
- The Hirer must provide a detailed schedule of events including timings (including set up, event, take down) and any contractor details.

5. The Hirer shall make themselves and all Hirer Attendees aware that Bricks and BTL expect:

- All Hirer Attendees are required to treat staff, tenants, volunteers and other visitors with respect.
- Any abuse, verbal or physical, will not be tolerated and may lead to the immediate cancellation of the Event, temporary or permanent exclusion from the Premises, or even criminal prosecution.

6. The Hirer shall not use the Premises for any illegal activities and/or in conflict with Bricks and BTL's policies. Hire of the Premises does not entitle the Hirer to sub-let or grant licence of use in respect of the Premises to third parties.



7. The Hirer must agree details of their Event in advance with the General Manager. Hire of the Premises does not entitle the Hirer or anyone Hirer Attendee to enter or remain on the Premises outside of their agreed hire arrangement. Hirers must pay the costs of any additional security staff required to manage their event. Hirers and Hirer Attendees must remain within the defined areas for room lettings at all times, unless using the toilets.

8. The Hirer shall be responsible for keeping the Premises in good order during the Event. This includes, without limitation: controlling noise levels and breakout sound and ensuring adequate supervision of children and young people. For all bookings involving children or vulnerable adults, except private parties where the Hirer is a family member, the Hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate. The Hirer must ensure people leaving the Premises do so in an orderly manner, in such a way as not to cause nuisance to nearby residents or traders and do not loiter outside of the Premises. The Hirer must have an awareness of and inform Hirer Attendees of key policies, including Health & Safety and Fire Evacuation procedures. In particular, the Hirer MUST familiarise itself and all Hirer Attendees with all Emergency Exits, Extinguishers and Alarm Points. Bricks staff will also make the Hirer aware of fire evacuation procedures and support the Hirer and their event attendees during evacuations.

9. Exits shall NOT be blocked at any time. Fire appliances shall NOT be moved or tampered with and must only be used in the event of a fire to assist safe exit from the Premises.

10. Décor - including placards, drapes or other materials may only be used with prior permission from the General Manager. The use of bolts, nails, tacks, screws, drawing pins or other invasive attachment methods are NOT permitted to affix décor to any walls, ceiling, flooring and façades of the Premises. BTL reserves the right to claim compensation for any damage caused. Décor must not block passage to emergency exits. Décor must be fire retardant and the use of candles and naked flames are not permitted. We do allow the use of contained, regulated chaffing fuel (gel) for the purpose of hot-holding of food and tea-lights contained in glass jars. Haze and smoke machines are not permitted without prior permission from BTL.



11. The Hirer may request that promotional material be displayed in and around the Premises prior to their Event. This must be agreed in advance with the General Manager.

12. Fly postering is illegal – in the event of fly postering incidents, BTL reserves the right to cancel the Event and forward contact details of the Hirer as requested by any investigating local authority.

13. All events which involve food, must have an 11pm curfew by which time all food, waste, crockery and cutlery should be tidied away. Timings can be flexible depending on the agreement organised with the General Manager, however this must be agreed in advance. All food which is not cleared away by the agreed time will be removed by BTL. All events involving food, must pay a £100 cleaning and damages deposit, which is refundable provided that the Hirer clears away food, removes all rubbish and equipment leaving the venue in an acceptable state as determined by BTL. In the event that BTL staff are left to clear away food, and packdown time is exceeded, your deposit will be fully retained. Any catering ordered by BTL for the Event will be ordered one week prior to the Event and is non-refundable. Catering must be paid for by the Hirer in advance of the Event.

14. The Hirer shall comply with all applicable laws including, without limitation, relevant legislation on food hygiene and health and safety.

15. Hirers and Hirer Attendees are prohibited from bringing any alcohol on site during an event. Any alcohol will be confiscated and disposed of by BTL in such a manner as it sees fit.

16. The Hirer must report all accidents involving injury to the public to BTL staff as soon as possible, and complete the relevant section in the accident hand book. The Hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

17. The use of any illegal substances, including Nitrous Oxide / Laughing Gas is strictly prohibited anywhere on the Premises. The Hirer is responsible for all Hire Attendees in preventing the use or possession of any substances, and BTL staff will call the police in the event that these are found.



18. The Hirer shall pay for or rectify any loss or damage caused to Bricks' or BTL's equipment or property or the equipment or property of any other user of the Premises, or to the Premises itself, caused by the Hirer or any Hirer Attendee or otherwise resulting directly or indirectly from the Event. Bricks reserves the right to request a deposit from the Hirer, to be withheld in the event of any damages.

19. No additional lights or other electrical equipment or extension from the existing electrical system shall be added without the prior permission from the General Manager. Any electrical equipment permitted must be PAT tested with appropriate labelling prior to use on the Premises.

20. The Hirer shall leave the Premises at the end of the Event at the agreed time. Take down and clear out time should be agreed with the General Manager in advance. Any additional hours may be charged at £30 per hour, regardless of which space you have rented.

21. The Hirer should ensure that Premises are left in a clean and orderly state. Unless otherwise agreed by the General Manager, the Hirer should stack any chairs and tables used to one side of the room and remove all personal property and equipment. If the Hirer is unable to take equipment items away at the end of their event, special arrangements must be made with the General Manager in advance, to agree an alternative collection time. In the event that this is not adhered to, BTL will withhold part or all of any deposit paid, in order to cover costs incurred for removal and storage and additional charges may also be incurred from BTL or third parties.

22. The interior of the Premises is non-smoking, this includes E-cigarettes and Vapes. It is the Hirer's responsibility to ensure that each Hirer Attendee is made aware of this. The General Manager or Events and Facilities Assistant will make the Hirer aware of any designated external smoking areas.

23. Premises capacity - The General Manager shall agree numbers for the Event with the Hirer in advance. The Hirer must ensure that this number is not exceeded at any time during the Event.

24. The Hirer and Hirer Attendees may use the car park but vehicles are left at their own risk.



25. The Hirer shall, and shall procure that all Hirer Attendees shall, follow BTL's Covid-19 policy, which includes the wearing of face coverings whilst in the building and windows are opened where possible.

26. If the Event needs to be cancelled for any reason whatsoever by BTL, BTL will use reasonable endeavours to work with the Hirer to attempt to postpone the Event. If postponement is not possible BTL will provide refunds for any payments made to BTL unless costs have been incurred, in which case BTL may retain an amount equal to the costs incurred by BTL up to the time of cancellation.

27. In the event that the Hirer cancels the Event for any reason, cancellations made more than eight weeks prior to the booking will receive a full refund. Cancellations made between eight and four weeks prior to the booking will receive a refund at 50% of the original rate. Cancellations made within four weeks of the booking will be non-refundable.

28. Other than as expressly set out in conditions 26 and 27 above, BTL shall have no liability or obligation whatsoever to the Hirer arising from any cancellation or postponement of an Event, except to the extent that such cancellation or postponement is caused by BTL's gross negligence or wilful misconduct.

Hirer must agree to the above Terms & Conditions and sign the statement below.

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If you are unclear about any of the above terms and conditions around the hire of space at St Annes House, please contact the General Manager by calling the office on 07709264201 or emailing jokimber@bricksbristol.org with any queries.

You will be deemed to have accepted these terms and conditions by paying your booking deposit.