Terms and Conditions of Room Hire

1. The hirers shall use the premises only for the times, and for the persons or organisations stated in the schedule hereto. All setting up and clearing away time must be included in the booking.
2. The hirers shall pay to the BSR for the use of the room the sums invoiced.
3. If the hirer wishes to cancel the booking, written notification of cancellation is required. Cancellations received between **FIVE** working days and **TWO** working days before the event will be subject to a 50% cancellation fee cancellations after this point will be subject to a 100% cancellation fee.
4. The hirer shall comply with all BSR’s regulations for the rheumatology conference.
5. The hirers shall be responsible whilst using the room to ensure that nothing shall occur at the room which might offend against any statute or by-law or any regulations respecting the hiring of the room.
6. In the case of evening events, hirers are requested to encourage attendees to leave promptly and quietly as possible at the end of the meeting and to ensure that the removal of any equipment is done in the same manner.
7. The hirers shall compensate the BSR against any loss, damage, actions, claims, costs and expenses which the management may suffer, or which may be made against the management by reason or in consequence of any act or omission of any kind committed in, upon the premises by the hirers or by any persons acting with their express or implied permission or authority on the hirer. Please inform us on the day of hire if any damage has been done to either the premises or property during your usage. If, in the opinion of Manchester Central, the damage goes beyond that of normal wear and tear the hirer will be asked to make good or cover the cost of repair.
8. The hirers are advised to take out adequate insurance cover for all aspects of their activity and to undertake a risk assessment prior to the event.
9. If you wish to move any equipment and/or furniture please check first with the BSR.
10. No furniture may be introduced in to the venue without the approval of the BSR. No fixtures or decorations requiring nails, screws, pins, staples, adhesive tape or similar shall be allowed.
11. All furniture, equipment and other possessions belonging to the hirers shall be removed from the premises by the hirers immediately after each booking.
12. The hirer shall be responsible for informing all persons present at their booking of the location of fire escape routes and fire fighting equipment.
13. The hirers shall ensure that emergency exit routes are not in any way obstructed at any time. When seating is used in the rooms the hirers shall also be responsible for ensuring adequate gangways are maintained in order to facilitate a speedy evacuation in the event of an emergency.
14. All spaces occupied by the hirer, including common areas, toilets, etc. must be left in a tidy and clean state, any rubbish being removed from the premises at the end of the meeting/event. If this is not done the BSR may make additional charges to cover the cost of cleaning.
15. Smoking is not permitted in any part of the venue and the hirers shall ensure that this policy is strictly adhered to at all times.
16. There may be occasions when, due to unforeseen circumstances, the BSR is unable to accommodate your booking. The BSR reserves the right to cancel any booking, with no liability to the BSR, by giving a minimum of 14 days’ notice. In such case, any monies already paid by the Hirer would be refunded.
17. The venue may need to be closed in an emergency, or for maintenance or repairs. The management reserves the right to cancel any booking for these reasons, and without reasonable notice.
18. In the case of non-observance or non-performance by the hirers of any conditions, or in the case that the BSR shall be of the opinion that the wear and tear of the premises, furniture, or fittings is excessive, The BSR may terminate the hiring at any time without notice and your hire fee will be forfeited.