

You will need to bring a signed copy of this document with you when you collect the keys.

Rental Conditions:

1. Please note the Room may not be entered until the start time of the booking.
2. Due to fire regulations the maximum number of people allowed seated inside the Room is 50, with an additional 30 on the patio. The Branksome Dene Room is a non-smoking venue.
3. Erecting a gazebo is permitted on the patio area providing it is properly and independently secured. Please note that there is a public right of way across the patio. Size recommendation: 3m x 3m to ensure a right of way path around the gazebo. If you require a larger gazebo you will need to complete a risk assessment & submit this to the Sandbanks Beach Office. The Risk Assessment document is available to download from www.poole.gov.uk
4. The use of a PA/tannoy system or amplified music must be kept to a moderate level & only within the confines of the Room: • Evening bookings (6pm – 10.30pm): music must finish by 10pm. • Friday & Saturday bookings (if room is hired until midnight): music must finish by 11pm
5. The consumption of alcohol is permitted, however the sale of alcohol either by licensed bar or monetary donation, will be subject to the acquisition of the necessary licenses by the Hirer. For further information please contact the Licensing department on 01202 261700. PLEASE NOTE: No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the venue Management, whose consent must also be obtained prior to seeking any relevant permission and/or to issue any Temporary Event Notice for the sale of alcoholic liquor.
6. The charging of entrance fees, holding charitable collections, lotteries or raffles as part of the event will be subject to the acquisition of the necessary licenses by the Hirer. Please contact the Licensing department on 01202 261700.
7. All organisation bookings including charities, associations and community groups are required to have valid Public Liability Insurance.
8. Hirer's are not permitted to sub-let or transfer the booking to any other person or organisation without written permission from BCP Council.
9. Cancellations or changes to the booking will incur a 20% administration charge (£10 minimum). The exception to this is for wedding ceremony bookings (not wedding reception only), where a full refund will be given if the cancellation/change occurs within 14 working days of the date the booking was taken. No refunds will be made if less than one month's notice is given when cancelling a booking.

Keys:

- Keys can be collected up to 24 hours before the booking from the Sandbanks Beach Office:
 - April to October between 9am & 4.15pm
 - November to March between 9am & 3.15pm
 - Please telephone the Beach Office on 01202 708181 if you are unable to collect within this time .

- Keys must be returned within 24 hours
 - A refundable deposit of £50 by card or cash will be required when you collect the keys:
 - Lost keys / damage to the premises will result in the loss of the deposit
 - Deposits will be returned up to 5 working days after the Room has been used and the Council is satisfied: Terms and Conditions for the Hire of the Branksome Dene Room Last updated: 02/09/2019
- ✓ The above conditions have been met.
- ✓ Once a full inspection has been carried out.
- ✓ The Room and its contents are without damage.
- ✓ The Room has been left in a clean & tidy condition.

Hirers must:

- Bring any cause for complaint during the hire period to the attention of the Sandbanks beach office immediately so that action can be taken at the time to rectify the issue. The beach office is open every day.
- Ensure that all required licences as detailed in these rental conditions are obtained in advance and complied with at the event.
- Ensure that any structure erected on the patio area (i.e. tent, gazebo etc.) is entirely self-supported and meets all size restrictions as detailed in the rental conditions. The Hirer must also ensure that completed Risk Assessments for larger structures are received by the Beach Office in advance of the period of hire.
- Use the hooks provided in the Room for the purpose of hanging decorations. The use of sticky tape, pins, nails or staples is not allowed, if used, this will result in the loss of the deposit. Please ensure all decorations are removed before leaving.
- Not use fireworks, candles, fire pits or other naked flame items inside or outside of the Room.
- Ensure that barbecues & hog roasts are set up in a safe place on the patio, away from access routes.
- Make sure that any electrical equipment you bring with you is tested prior to use by a suitably qualified person.
- Make sure all guests are aware of the terms and conditions relating to the use of the Room.
- Advise all guests that any items left in the Room are at the owners' risk.
- Store away all equipment and furniture inside the Room.
- Ensure guests leave in a timely and quiet manner in respect of neighbouring residences.
- Leave the Room in a clean and tidy condition. Please note: cleaning products & tools are not provided.

• Lock and secure the Room after use. The Council and its contractors: a) Are permitted to enter and remain at the premises during the period of hire. b) Shall remove and dispose of any equipment or furniture left in the Room at the end of the hire & costs incurred will be passed to the Hirer. c) Reserves the right to refuse or terminate the booking at any time before the hiring commences at their discretion.

d) Reserves the right to stop any event immediately, without being liable for any refund or compensation, in circumstances considered by the Council as an emergency or a breach of these terms and conditions, or, in the opinion of the Council, puts at risk the premises Licence.

e) May alter this policy at any time without prior notice.

Car Parking Information:

Charges apply all year round. For evening bookings please note that the barriers can be locked at 11pm, you will be issued with a key should you require exit. There is no provision in the car park for coaches.

Public Conveniences Opening Times: 1 October to 31 March 8am to 6pm, 1 April to 30 September 8am to 8pm. You will be issued with a key to the disabled toilet for 'out of hours' use.

Please bring this signed form and the deposit with you on collection of the keys. I have read, understood and agree with the terms and conditions of hire of the Branksome Dene Room

SIGN:

PRINT:

DATE:

Terms and Conditions for the Hire of the Branksome Dene Room Last updated: 02/09/2019