



Terms, conditions and regulations for hire

1. The Bright Emporium will be opened by a member of the staff, unless agreed otherwise.
2. The Bright Emporium gallery space and use of washrooms in the office below is let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Should the member of staff that opens the gallery space, before the function or hire commences, be of the opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
5. Regular hirers must pay monthly in advance. A non refundable deposit as stated is payable for all other bookings and the balance must be paid at the time of booking, prior to the day of the function.
6. All Catering and Drink requirements must be supplied by the hire party. The Bright Emporium can accept food and drink deliveries to the space in advance of an event but will not provide it themselves. Nor can it be sold on the premises by the hirer. If children are present, the hirer must oversee that underage drinking does not take place.
7. Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In the event of damage an additional sum will be charged to cover these costs.
8. Conduct – The hirer will be responsible for the proper conduct of persons using the space.
10. Loss of property – The Bright Emporium does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the space is being hired.
9. Fire Risks – The hirer should make themselves familiar with the fire procedures for The Bright Emporium and inform Bright staff at the time of booking of any factor which involves extra fire risks.
10. Indemnity – The hirer shall indemnify The Bright Emporium against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
11. The hired gallery space, kitchen and toilets are the only area to be used by the hirer and accepts all other rooms, in particular the office downstairs, will be classed as out of bounds unless a request is made.
12. Groups – All groups working with young people should have their own insurance and staff checks e.g. CRB checks. The Bright Emporium takes no responsibility for this and recommends if unsure you seek appropriate advice.
13. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.