

Event Hire Booking Form

Full name <small>of company/ organisation/trader</small>			
Contact Person			
Address		Postcode	
Phone number			
Email address			
Details of Hire			
Hire Fee			
Deposit agreed			
Terms and Conditions	<p>The hirer must keep to the agreed times as shown on this form in so far as possible. Market management time or services over and above this may be requested in advance and a new invoice generated for additional fees payable on the day.</p> <p>Staff requirements outside of the hours of 9am and 5pm may be requested at an hourly rate of £20.00</p> <p>If staff requirements occur, where not agreed prior to the event, costs will be incurred and paid for on the day at a rate of £25.00 per person per part hour (Minimum charge of £25.00 for additional services).</p>		
Signed			
Print			

CONTACTS FOR BOOKINGS

Will Pointon

Market Manager
Brighton Open Market
1 Marshalls Row
Brighton
BN1 4JU

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GENERAL INFORMATION

Any individual or organisation hiring Brighton Open Market for an event will be required to complete and sign an Event Hire Booking Form, and make full payment of the deposit agreed before the hire will be confirmed. The remaining balance will need to be paid 8 weeks before the event is due to take place.

Use of a single 240v electricity supply is available as standard to all hirers. A standard £7.50 per day fee will be charged to stallholders directly on the day for lease of equipment, administration fees and cost of electricity to access our power supplies. Unauthorised access to our electricity supplies will result in that individual or stallholder being immediately excluded from your event.

The market is fully licensed to play music under PPL and PRS licenses and the new system "TheMusicLicence"

Your traders are entitled to 15 minute loading bay slots for setting up their stalls. A loading schedule will be agreed beforehand for most events. No onsite parking is provided, however, there is a large public car park on London Road, less than 5 minutes from the market. Further information on parking can be found online.

All areas of our central plaza are covered. All equipment, props, exhibitions or displays used as part of your venue hire are your own responsibility and will be left in Brighton Open Market at your own risk. The Open Market will not accept responsibility for anything left on site, or anything which is lost, damaged or stolen in the course of your event.

Individuals or organisation hiring Brighton Open Market may be required to complete and sign a Risk Assessment at the Market Managers request. If the management team are not confident that the hirer has fully identified & mitigated risks involved in their event, the event will not be allowed to go ahead.

SITE AREAS

<p>The Market Square</p>	<p>Available to hire: Monday to Saturday – Quarter, Half of the Plaza inc. independent traders market stalls Sunday- Full Plaza</p> <p>For details of your hire area please see your Event Hire Booking Form. The hire areas leave approximately 2.5 metres on each side for public access.</p>
<p>The Meeting Room</p>	<p>The Open Market contains a large meeting room which can house up to 30 people theatre style or 16 people boardroom or can be used for back of house or VIP Catering etc. The room overlooks the Plaza An adjacent kitchen area, WiFi and presentation equipment is available The meeting Room is available at an extra hire charge.</p>

PAYMENTS

Payments can be made by cash or BACS transfer. These payments may be paid together in full or in series as detailed below.

Deposit*- A fully refundable deposit of 20% of your agreed fees must be paid in full in order to reserve your date.

Hire payment- You must pay the hire fee in full at least 8 weeks before your event

*We reserve the right to charge- at an hourly rate of £25- for any extra staff or hours required due to hirer negligence or mismanagement at any time before, during or after an event. In addition the right to charge for any loss or damage to market property caused by the hirer, or by those attending the event and therefore under the hirer's supervision.

CANCELLATIONS

If you have to cancel your booking for any reason, please give as much notice as possible. The following charges apply on cancellation:

4 weeks' notice or more	No charge (deposit returned)
4 weeks – 2 weeks' notice	Half the hire charge
Less than 2 weeks' notice	Full hire charge

We reserve the right to cancel your booking if necessary for operational reasons (e.g. building works / damage to the site). In the very unlikely event that this happens, we will give you as much notice as possible. In this case you will be offered the opportunity to book a suitable alternative date at a 25% discounted rate. If you choose not to make an alternative booking, we will refund your hire charge and booking fee in full, but will not be liable to make any other compensation.

PROPERTY MANAGEMENT

While our team are happy to show you around our site and run through anything you need to know on site there are limits to what we can manage. See the table below for a guide on what we can and can't do for you as part of your hire.

Property management time or services over and above this can be requested at an hourly rate of £25per person per hour. If staff requirements occur, where not agreed prior to the event, costs will be incurred and paid for on the day at a rate of £25.00 per person per part hour (Minimum charge of £25.00 for additional services).

What we can help with provided ample notice is given	What we can't help with
Taking delivery of display or other items on site if you are unavailable*.	* All items are left at the market at the hirer's own risk – The Open Market will not be held responsible for any losses or damages during this time.
Storage of non-valuable display items (subject to size & complexity of display)*.	Providing manpower resources to directly support your event during the day (i.e looking after stalls / talking to stallholders or members of the public etc)
Clearing the Plaza for your event.	Setting up your event. Moving goods considered too heavy to be safely moved without risk of injury (usually over 30kg's)

Setting up and ensuring electricity connections work correctly	Setting up of electrical equipment itself (once we prove the connection works, it is up to you to connect your own devices).
Assisting with setting up of advertising boards/posters on site	Responsibility for advertising your event.
General site induction / answering Q&A's about the site / local area	Taking of bookings/enquiries/sales relating to your event either before, during or afterwards.
On hand support with any issues you have relating to the site itself.	On hand support after 7pm in the evening (Mon-Sat) or at any point on Sundays unless on the day of the event (this can be provided at an additional charge)
	It is the event organiser's responsibility to ensure that every stallholder completes and returns their Stallholder Pack. This is important in helping us meet trader requirements and operate legally, safely and efficiently. Failure to do so may result in traders being prevented from trading or ejected from the market.

THE FINE PRINT

These conditions apply to the Hirer named on the booking form and any persons given access to the event space by the Hirer or the Hirer's organisation during the booked session ('event users'). The Hirer is responsible for ensuring that these conditions are complied with.

1. The site may be used only for the purpose stated on the booking form. No illegal activities may be conducted on the premises.
2. The Hirer is responsible for obtaining Public Liability Insurance and any other relevant insurance.
3. The Hirer will, at all times, adhere to the terms of the Brighton Open Market site license and all Market Regulations. A copy of the site license & Market Regulations is available on request.
4. The Hirer will, during the Period of Hire and until the Site Area(s) are cleared of all persons involved in the event, be responsible for:
 - a. effective supervision of the Site Area(s), including control of children and the safe and orderly stewarding of persons entering or leaving the event (including providing adequate number of stewards & security staff, as outlined in the hirer's completed risk assessment)
 - b. keeping the Site Area(s) safe and maintaining good order and decency;
 - c. keeping the conditions imposed by the Fire Officer and ensuring that all fire exits from the Site remain unobstructed throughout the event, and that no obstruction is placed in any route leading to a fire exit;
 - d. not exceeding the maximum capacity of the event as stated in the hirer's completed risk assessment.
 - e. compliance with and enforcement of the Proprietor's no smoking policy on the Site Area(s) at all times throughout and by reason of the hire.
 - f. compliance with all the conditions made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or any other such body.
5. The Hirer must ensure that any electrical appliances brought onto the premises and used there are safe and in good working order, have an up to date PAT certificate, and are used in a safe manner.
6. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Brighton Open Market

Marshalls Row, Brighton BN1 4JU, UK



7. If the site users are preparing, serving or selling food during the session, they must comply with all the relevant health and hygiene legislation and regulations and relevant certificate must be presented to management prior to the date.
8. If the site users are trading goods / services on site, they must comply with the Market Trading terms and conditions.
9. Where the Premises are let for the purpose of an exhibition, show or sale of work the Hirer will submit a plan of the layout in advance for approval by the Office Manager, and no setting up of stalls, stands, catwalk or other equipment will take place without that approval.
10. No bills, posters, banners or other notices relating to the event in question, or other future events (on or off site), may be posted on or against the exterior or interior of the Premises without the prior written consent of the Marketing and Events Coordinator.
11. The Hirer will not be entitled to grant sound, television broadcasting or filming rights without the prior written permission of the Marketing and Events Coordinator.
12. The Hirer must indemnify Brighton Open market CIC for any damage or loss caused to the premises.
13. Any personal injury or loss or damage to property must be reported to the Office Manager immediately if serious.
14. The booking times must be strictly adhered to. The premises must be cleared and vacated promptly at the end of the session. The site must be left in the condition it was found in.
15. The Office Manager or nominated person will be permitted to suspend or terminate the event and require immediate clearance of the Premises if the Hirer is deemed to be failing to comply with any Clauses herewith.

SIGNATORIES

This agreement is signed between the Brighton Open Market CIC, Marshalls Row, Brighton, BN1 4JU and the HIRER:

Agreed terms & conditions as laid out above

Signed on behalf of Brighton Open Market CIC

Will Pointon

Market Manager

Signed on behalf of HIRER

Name:

Organisation:

Date