

Introduction

A signed copy of this agreement must be received by Bourne Hall prior to the event date if the hirer is having any external suppliers for their event. If the hirer is having external suppliers, and the hirer has not returned a signed copy of this agreement to the Bourne Hall Events Team, then the external suppliers will be refused access to the function room.

An external supplier is any **person/party/entertainer/decorator/speaker/furniture/photographer/etc...** that the hirer is having at/for their event.

Required Documentation

All external suppliers must provide the hirer with their correct and up-to-date documentation (required docs listed below). The hirer then must forward the supplier's documents on to the events team at Bourne Hall (this can be through email or an in-person paper document) at least 2 weeks before the event date.

Failure to provide the documents, or failure to provide valid/up-to-date documents will lead to the external supplier being refused entry to the function room and they will be denied access to carry out their hired purpose.

It is the hirer's responsibility to make sure that they have supplied the Bourne Hall Events Team with the correct documentation.

The required documents that **all** external suppliers must provide are as follows:

- Public Liability Insurance with coverage of at least £10,000,000.
- A risk assessment for the event.

No external supplier will be allowed access to the venue without having provided these documents. It is the hirer's responsibility to get these documents from the external supplier and the hirer's responsibility to send these documents to the Bourne Hall Events Team.

Depending on the external supplier, further documentation may be required, this will be detailed in the specific supplier section of this document.

Risk Assessments

Every external supplier must provide a risk assessment. The risk assessment must include hazards that are personal to their role and personal to the hirer's event.

Arriving to the Venue and Access

External suppliers must sign in and sign out at the reception desk at Bourne Hall. The events team will then direct the supplier to the function room. If the supplier needs access to a backdoor or the lift, please ask the events team and they can show the supplier the location of these.

Licencing

Bourne Hall holds a music and entertainment licence that ends at **midnight**. Hirers and their external suppliers must adhere to this. All music recorded or live, and entertainment must cease by midnight at the absolute latest.

If the hirer has their event end time before midnight, then the activities must cease by the end of the booked times. See booked times subheading below.

Booked Times

All equipment must be removed from the function room before the end of the hired times of the function room. For example, if the hirer has booked the venue hall until 11PM, then the external supplier and their equipment, must be out of the function before 11PM.

Failure to vacate the function room before the ending of the booking will lead to incurred fines being charged to the hirer. It is the hirer's responsibility to ensure that their external suppliers have packed away their equipment and left the function room in adequate time.

The external supplier can only access the function room from the time that the hirer has booked the function room. For example, if the hirer has booked the room from 6PM, then 6PM is the earliest time that the external supplier can access the hall to set up the/their equipment/decorations/etc. If additional time is required for setting up, then the booked times would have to be extended in accordance with the chargeable rate.

Working With Children

If the external supplier will be in direct contact with children or any other vulnerable persons during the event or performing to children or any other vulnerable persons, then that supplier must also provide a valid and clear DBS certificate. It is the hirer's responsibility to request the supplier's DBS certificate and the hirer's responsibility to forward it to the Bourne Hall Events Team.

Failure to provide a valid and clear DBS certificate will result in Bourne Hall denying the external supplier access to the function room, if they would be in direct contact with children, or vulnerable persons.

Parking

Bourne Hall has a car park with approximately 100 spaces. The car park is 'pay and display', the machines take card, cash, and accept payment via the 'Ringo' app. Hirers can also pre-order all-day parking permits for their external suppliers at the hirers own cost.

Cleaning and Rubbish

Bourne Hall is not responsible for anything that the hirer or the external suppliers bring into the venue. It is the hirer's responsibility to ensure that all rubbish is disposed of, including any refuse left by the external supplier.

Bourne Hall is only responsible for clearing up the chairs and tables after the event has ended.

The function room will be checked by a member of the events team prior to the end booked time of the event to confirm that rubbish and refuse has been dealt with by the hirer. If the function room is not clear by the end of the booked times, then additional charges to the hirer will occur.

Storage

The hirer may not store any equipment at the venue without the prior written consent of the Venue Manager. The hirer may choose to pay the overnight storage fee if any items/equipment are required to be set up prior to the event date if agreed by the venue manager. Bourne Hall shall not accept responsibility for such articles, any items/equipment left by the supplier are left at the supplier's own risk.

Equipment, Items and Lost Property

Bourne Hall does not accept responsibility for any items, equipment or property left behind by an external supplier. If any equipment is found to be left behind, Bourne Hall will make its best efforts to contact the supplier but will not be held liable if the attempts to make contact fail.

Restrictions

All external suppliers must adhere to the following restrictions imposed by Bourne Hall:

We do not allow:

Confetti / confetti cannons	Helium Balloons	Pyrotechnics	Open flames (hot or cold)
Anything stuck to the walls. (blue tack etc...)	Smoke machines, hazers, or variations of.	Party poppers/streamers	

Failure to Provide Documents

If the hirer fails to provide documents, whether through their own fault or the external supplier's fault, then the external supplier shall not be allowed access to the function room, nor will any of the equipment/items that the supplier would be providing to the hirer or function room.

Bourne Hall shall not be held responsible for any charges incurred by the hirer for their, or their supplier's, failure to provide correct, valid or in date required documents. Bourne Hall shall not be held liable or responsible to reimburse the hirer for any charges that the supplier may demand from the hirer for their time, in the event that Bourne Hall denies the external access to the function for failure to provide the required documents. This would be the hirer's responsibility to pay, as it is the hirer's responsibility to obtain these documents from their external suppliers.

Breaching the Terms and Conditions

If any hirer, guest, or external supplier is found to be in breach of Bourne Hall's terms and conditions then the event is at risk of being shut down. Bourne Hall shall not refund, reimburse or compensate a hirer or external supplier if the event is shut down due to a hirer, guest, or external supplier being in breach of the terms and conditions.

Types of Suppliers

This section of the document provides specific details for the different types of external supplier. If an external supplier you would like to use is not included on the list, please contact the Bourne Hall Events Team.

The above content is applicable to all types of external suppliers; these are the rules that they must abide by.

Bands

Bands must supply the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Bands have access to the main stage for their performance, but this space is not open to guests. The band must include this in their risk assessment.

The band's electrical equipment must have passed PAT testing. Bourne Hall will require proof of this before the band can be permitted to plug anything into the mains at the venue.

Bouncy Castles

Providers of a bouncy castle must supply the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Bouncy castle suppliers must also provide their ADIPS (Amusement Device Inspection Procedures Scheme) certification. This would be in the form of a valid Declaration of Operational Compliance (DOC) which confirms that all relevant inspections have been satisfactorily completed, and the Bouncy Castle has been certified as safe to operate. This must be in date.

If the ADIPS/DOC is invalid, expired or not provided, then Bourne Hall would not permit the bouncy castle to be set up in the function room.

Bourne Hall also requires the bouncy castle to have a unique PIPA Tag (Professional Inflatable Play Association). The bouncy castle must be listed in the PIPA database. Bourne Hall must be provided evidence of this.

Any electrical inflator, or 'blower' for the inflatable must be PAT tested with an in date and valid test.

We allow bouncy castles in our Main Hall and in our Banqueting Suite. The bouncy castle must be specifically an 'indoors' bouncy castle.

Bouncy castles in the Main Hall must not exceed 14 feet in height. Bouncy castles in the Banqueting Suite must not exceed 8ft in height. Please contact the Bourne Hall Events Team

with the measurements of your desired bouncy castle and they can confirm whether the size would fit in the function room with consideration to the layout requirements of the hirer's event.

Children's Entertainers

Children's entertainers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

It is essential that children's entertainers have a valid and clear DBS certificate. Bourne Hall must be shown this before the entertainer can enter the function room.

Children's entertainers have access to the stage in the Main Hall, if they are using this space, then they must include it in their risk assessment.

If the entertainer is using electrical equipment, such as a PA system, it must have passed PAT testing. Bourne Hall will require proof of this before the entertainer can be permitted to plug anything into the mains at the venue.

Comedians

Comedians must supply the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Comedians can have access to the stage in the Main Hall, but this space is not open to the guests. Comedians must include this in their risk assessment.

Decorators

Decorators must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Decorators must abide by Bourne Hall's terms and conditions surrounding what the venue allows and does not allow regarding decorations. Any breach of the terms and conditions may lead to Bourne Hall shutting down the event.

If the decorator is using electrical equipment, it must have passed PAT testing. Bourne Hall will require proof of this before the decorator can be permitted to plug anything into the mains at the venue.

To summarise, the following are not permitted at Bourne Hall: Naked flames, pyrotechnics, fireworks (indoors or outdoors), helium balloons, smoke machines, haze machines, fog machines (or any other variations thereof). Bourne Hall also does not allow anything to be stuck to the walls. If the decorator, or the hirer, is at all unsure about whether their décor will be permitted in the venue, please reach out to the Events Team where they can provide further information.

DJs

DJs must supply the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

DJs can have access to the stage in the Main Hall, but this space is not open to the guests. DJs must include this in their risk assessment.

The DJ's electrical equipment must have passed PAT testing. Bourne Hall will in-date require proof of this before the DJ can be permitted to plug anything into the mains at the venue.

Electrical Equipment/Machine Suppliers

Suppliers of electrical equipment/machines must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Examples of electrical machines and equipment are as follows, but not limited to:

Games machines, AMPS, speakers, disco/LED lights, photobooths, battery chargers, inflator, etc.

If the hirer/supplier has any doubt about whether their electrical equipment would need to have passed a PAT test to be used at Bourne Hall, please liaise with the Events team where they can confirm any doubts.

Any electrical equipment being used by an external supplier, or any agreed external electrical equipment being used by a hirer, must pass PAT testing and the hirer/supplier must provide the Events Team with evidence of this. Bourne Hall requires evidence of PAT testing before any hirer or supplier can plug electrical equipment/machines into the mains.

Please note that battery operated electrical equipment do not need to pass PAT testing as these do not plug in to the mains. Any battery chargers must pass PAT testing, even if they are used to power a cordless device, as the charging units will be plugged in to the mains.

If the electrical equipment is that of a ride, amusement, or rollercoaster, these must also pass PAT testing if they plug in to the mains in any way. Please also refer to the 'Indoor rides and Rollercoasters' section of this document.

Face Painters

Face painters must supply the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

We require face painters to provide a valid DBS certificate.

Florists

Florists must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Furniture Providers

Furniture providers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Indoor Rides and Rollercoasters

Indoor ride/rollercoaster suppliers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Indoor Ride/Rollercoaster Suppliers must also provide their ADIPS (Amusement Device Inspection Procedures Scheme) certification for the ride/rollercoaster. This would be in the form of a valid

Declaration of Operational Compliance (DOC) which confirms that all relevant inspections have been satisfactorily completed, and the ride has been certified as safe to operate. This must be in date.

Lighting Technicians

Lighting Technicians must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Lighting technicians must visit the venue prior to the event date so that they can become familiar with our lighting board and to allow them to have an idea of how the hirer wants the lights to be on their event date.

Performers

Performers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Performers include, but are not limited to:

- Children's Princess entertainers
- Magicians

Photobooths

Photobooth providers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event. If they are using any mains powered equipment a PAT testing certificate must be provided.

Photographers

Photographers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Photographers must visit the venue prior to the event so that they are familiar with the lighting at Bourne Hall and the functions room(s). This will allow the photographer and the hirer to know what settings will need to be used on the camera and provide general preparation for the event. Photographers should be accompanied by the hirer and must book an appointment to attend the venue. This is so that we can ensure the hired rooms are available for the visit.

Security Guards

Security Guards must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Bourne Hall requires that hired Security Guards have an SIA badge. They must provide their SIA badge number to the hirer, who will pass it on to the Bourne Hall Events Team.

Soft Play

Must have ADIP, Public Liability insurance and Risk assessment

Speakers

Speakers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

If the speaker will be performing to children, or vulnerable persons, they must provide a valid and clear DBS certificate.

Videographers

Videographers must provide the required documents. Their Public Liability Insurance must cover at least £10,000,000. They must also provide a risk assessment for the event.

Videographers must visit the venue prior to the event so that they are familiar with the lighting at Bourne Hall and the functions room(s). This will allow the videographer and the hirer to know what settings will need to be used on the camera and provide general preparation for the event. Videographers should be accompanied by the hirer and must book an appointment to attend the venue. This is so that we can ensure the hired rooms are available for the visit.

Hirer:

Signed_____

Print Full name_____

Date_____

External supplier:

Signed_____

Print Full name_____

Company_____

Date_____

Space for additional external suppliers if more than one will be attending the event.

External supplier:

Signed_____

Print Full name_____

Company_____

Date_____

External supplier:

Signed_____

Print Full name_____

Company_____

Date_____

External supplier:

Signed_____

Print Full name_____

Company_____

Date_____