



Terms and conditions for hire of the PierView Room

To book the PierView Room contact our team on 01202 302776 who will be able to organise your booking and take payment. £50 key deposit required when you are collecting the keys.

- a) Due to fire regulations, the maximum number of people allowed seated inside the room is 50. The venue is approx. 65 square metres (13m x 5m).
- b) Music and dancing are permitted inside the premises provided the volume is kept to a moderate level and activities are carried out within the confines of the building.
- c) Evening bookings (6pm - 12am). Music must finish by 11pm and the room must be vacated by 12am midnight.
- d) No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the 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.
- e) The consumption of alcohol is permitted if you 'bring your own'.
- f) Fireworks are not permitted, inside or outside the venue.
- g) Barbeques and hog roasts are not permitted before 6pm outside the venue. Enquiries for barbeques and hog roasts must be sought from the Events team on 01202 127281.
- h) Facilities include Free Wi-Fi, running hot and cold water, hand wash and washing up sink, hot water boiler, 24 ceramic mugs, microwave oven, blue paper towels and hand towels. Also available are essentials including broom, dust pan and brush, bottle opener, corkscrew, plastic beakers, jugs and other small items. All items must be returned in the condition they were found.
- i) There is a monitored fire alarm and intruder alarm fitted to the premises. If the fire alarm should sound, please vacate the premises immediately and gather in the bastion opposite the Prom Diner. A member of staff and the fire brigade will be contacted. It is very important therefore to ensure the call point is only activated in an emergency. If the call point is activated unnecessarily, you will be charged for any costs incurred. You will be shown how to set and unset the intruder alarm if necessary.
- j) If the fire alarm sounds, vacate the premises, go to the fire assembly point (in the bastion, opposite the Prom Diner) and call 999. Firefighting equipment is supplied.
- k) All organisation bookings including charities, associations and community groups are required to have a valid public liability insurance. The PierView Room is not to be used for any retail or commercial use or any profit-making activities.
- l) Keys can be collected from 9am the day of the event (or a pre-arranged time) from the Prom Diner café which is situated next door to the venue. Prom Diner 01202 302776.
 - A refundable deposit by card will be required of £50 when you collect the keys.
 - Please note the room may NOT be entered until the time of the booking.

- m) Keys should be left on the counter of the PierView Room if the Prom Diner is closed. Take care as once the door is closed it self-locks and there is no means of re-entering the venue. Any late finishes will be noted via security and deposit reduced accordingly. The deposit will be returned once a full inspection has been carried out and the PierView team is satisfied that the facility and its contents are without damage.
- The contents are fully accounted for.
 - No external damage is noted.
 - The times of hire have been adhered to.
 - The room has been left clean and tidy at the end of the hire.
 - The disabled toilet next to the venue is left clean and locked.
 - Wipe the tables, clear and clean the sink, all cups to be clean and dried.
 - All rubbish has been removed.
 - Lock and secure premises after use.
- n) Deposits will be returned up to five working days after the room has been used (providing the above criteria has been met) * if damage/ costs exceed £50, the Council will pursue customers for extra monies owed.
- o) 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 licences by the organiser. Please contact the licensing department: 01202 123789.
- p) Payment - we will send you an invoice via email, which must be paid in FULL within seven days to confirm the booking.
- q) Cancellations or changes to the booking will incur a 20% administration charge.
- r) No refunds will be made if fewer than one months' notice is given to cancelling.
- s) The use of sticky tape, pins, nails or staples are not allowed and if used will result in the loss of the key deposit. Hooks are in place to hang banners, balloons etc, should you require them.
- t) All electrical equipment brought to site must have Portable Equipment Testing certification.
- u) Smoking / vaping is totally prohibited inside the venue.
- v) You cannot sub-let or transfer this booking to any person or organisation without permission from the PierView team.
- w) You must permit, if required, Council Officers to enter and remain at the premises during the period of hire.
- x) Ensure all guests are made aware of the terms and conditions of the PierView Room.

The Council and its contractors:

- Shall remove and dispose of any equipment or furniture left on the premises at the end of the hire and the costs passed to the Hirer.
- Reserves the right to refuse or terminate the booking at any time before the hiring commences at their discretion.
- 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 the premises at risk.
- May alter this policy at any time without notice.

Car Parking Information

Pay and display car parking is available outside the venue. Parking is on a first come first served basis. Height restrictions apply. Charges vary per season.

Check our website for more details: www.bournemouth.co.uk/pierviewroom

The car park will be locked at 11.30pm prompt.

Public Conveniences

Toilets are available next door to the venue. A key will be issued if required in 'out of hours' use.

These toilets are to be locked and left clean after use.

I have read, understood and agree with the terms and conditions for the hire of the PierView Room.

DATE REQUIRED _____ TIME _____

SIGNATURE _____

FULL NAME IN CAPITALS _____

CONTACT NUMBER _____

DATE _____