

BANNER BOOKING FORM

COMPANY DETAILS

COMPANY NAME	
CONTACT NAME	
ADDRESS	
POSTCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
ACCOUNTS CONTACT NAME	
CHARITY NUMBER	

BANNER LOCATION	Northbrook Street – At M&S
START DATE	
END DATE	

The following must accompany this hire agreement to guarantee your booking:

- Copy of Public liability insurance document (min £10m & 3 months cover remaining from start of hire period)
- Payment

All banners must be delivered to the Car Park office at The Kennet Centre Multi story car park by mid-day on the Friday preceding the start of the hire period.

HIRE CHARGES	
Weekly Hire (Sun-Sun)	£200 + VAT
Installation(one payment)	£120 + VAT

Please read our terms and conditions below, and sign and return the attached form.

Banner Bookings

Important notes to be read in conjunction with our terms and conditions.

Please note: in extremely poor weather conditions, should the wind exceed 40mph, the banner must be removed. There will be no refund of payment.

All bookings are provisional until full payment is received. Your booking will then be confirmed by Newbury BID.

Payment is required in advance with your application.

Please remember that delaying your payment may result in loss of your provisional booking.

Cancellation fees are payable for bookings cancelled less than 14 days before booked date and for non-attendance. Prices may be subject to annual review.

Banner Space must not be sub-let to any other party, nor must Banners mention a third party without prior consent from Newbury BID.

General Conditions of Use for Hire

1. Public Liability Insurance

1.1 No liability whatsoever shall be attached to Newbury BID or West Berkshire Council. All participants using the Exhibition Sites do so on the condition that they indemnify Newbury BID against any claims that may be brought by any person or persons for any damage, loss or injury as a result of their use of the Exhibition Sites. Therefore you are required to supply a copy of your Public Liability Insurance (minimum £10 million), at the time that you complete your application form. Public Liability Insurance is required for all events unless otherwise waived in writing after agreement from the West Berkshire Council's Insurance Manager.

2. Health and Safety

Please note: in extremely poor weather conditions, should the wind exceed 40mph, the banner must be removed. There will be no refund of payment.

3. Payment of Charges

3.1 Please remember that delaying your payment may result in loss of your provisional booking. Prices are correct at time of going to public release. Prices may be subject to annual review.

4. Conduct of Business

4.1 The Sites are intended for exhibition or display purposes. No retailing activities are allowed without prior permission under the Highways Act 1980 part vii A, and the Local Government (Miscellaneous Provisions) Act 1982. Participants shall use only the space allocated.

4.2 No one product or event will be given total exclusivity of product or event during a whole year's event calendar. The event may be refused on this basis.

4.3 The hirer of the event site shall observe any instructions given to them by a representative of the Council or Newbury BID as and when requested. This would normally only relate to emergency incident advice and any pertaining control measures.

4.4 Agreed event sites may be changed at short notice by Newbury BID. This may occur if there is; e.g. emergency highway works or circumstances that are out of our control. Consideration will always be given to your initial event site request but sometimes a second event site option may be offered to you. No refund will be given if an alternative location can be provided.

5. Cancellations

5.1 We reserve the right to withdraw permission given for any event or exhibition if: - Any of the conditions listed are not met.

- If the use of site space is later deemed in contradiction of the previously agreed event.

- If the Emergency Services require town evacuation, or if late notice of emergency highway works require event closure. An alternative site or an alternative date may be offered.

5.2 No refunds will be given following a breach of these conditions. No refunds will be given in the event of you paying and then cancelling the event. No refunds will be given if your event does not arrive as planned and booked.

5.3 Full fees may be charged for bookings cancelled less than 14 days before booked date. Refunds will be considered if Newbury BID has to cancel your event due to exceptional circumstances.

5.4 Newbury BID shall not be liable for any default due to an act of god, war, strike, lock out, industrial action, fire, drought, tempest or other act beyond our reasonable control.

6. Road Traffic Orders

6.1 This consent does not override any traffic or highway regulation currently in force.

6.2 All events must recognise the need for emergency vehicle access and must not obstruct entrance and exits. Access must be available at all times for the emergency services. Anyone obstructing the access will be removed immediately.

7. Amendments/Review of Terms and Conditions

7.1 Terms and conditions may be subject to change annually.

Data Protection

The information you provide will be used to book and secure our facilities and may be disclosed to debt collection agencies or West Berkshire Council's Legal Department, for the purpose of pursuing unpaid debts.

We may also use any information to comply with any other enforcement agency requests, such as other government agencies (e.g. Benefit Agencies or Trading Standards Departments), Police Authorities, Customs and Excise and Immigration Services.

Your information may also be passed to West Berkshire Council's Tourism Information Service, The Economic Development Team or exchanged with other data protected management agencies whose express purpose is to manage town centre and city exhibition space so that we may further improve the event activity within the town centre (via the feedback form), and better understand the public's perception and requirements of a town centre. The information will be held on file for a period of 5 years and then destroyed in a secure and confidential manner.

I accept and agree to your terms and conditions attached herewith for this booking.

Signed Printed

Position Date