

Booking hirer policy

The hirers must agree to book the use of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station in writing on the printed forms provided – or online. The hirer must be over the age of 18 years and responsible for breaches of all The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station and Soft Play Station conditions stated in this policy.

Where an organisation nominates the hirer, that organisation can also be considered responsible and shall be jointly and severally liable with the person who signs The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station and Soft Play Station booking application.

Any booking application may be declined by The Inspiration Station BwD CIC without giving a reason.

All charges must be paid prior to the hiring and no use of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station and Soft Play Station will be allowed until payment has been made. Special arrangements are available for pre-payment of a series of bookings.

CANCELLATIONS by the hirer, the hire fee is not redeemable unless 14 days or more notice is given.

Cancellations by The Inspiration Station BwD CIC, The Inspiration Station BwD CIC reserves the right to cancel any booking and hiring without notice were The Inspiration Station BwD CIC considers it necessary for a cause outside its control. In such event the hiring fee shall be returned within 14 working days (or sooner), but The Inspiration Station BwD CIC shall not be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.

The Hirer must provide the necessary supervising adults who will remain responsible for their group at all times. In family/open sessions children & clients remain the responsibility of their parents, carers, guardians, support worker supervising adult at all times.

Not all equipment is suitable for everyone. Although The Inspiration Station BwD CIC may give advice on the use of apparatus, equipment or procedures, no warranty is given that any apparatus, equipment or procedure is suitable for a person or group of people. **The hirer remains responsible for choosing suitable apparatus, equipment and procedure for the people in their care.**

The hirer is liable for any and all damages caused by their group to The Inspiration Station BwD CIC apparatus, equipment and buildings whilst using the premises.

The Inspiration Station BwD CIC staff and volunteers reserve the right to stop activities that they deem to be not properly conducted.

All persons using The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station shall remove footwear. No metallic object (other than spectacles) shall be taken into The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station other than by prior arrangement in writing.

The hirer must observe, understand and communicate all emergency exits to their group prior to commencement of the hiring session.

Company Registration No. 12831020

Head office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk

No food, drink or other consumables shall be brought into the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station.

No smoking is permitted in the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station.

No equipment, lights or tapes shall be brought into The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station without prior permission in writing.

Exits in The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station must not be blocked by chairs or any other obstructions placed in corridors. Fire appliances must not be removed or tampered with.

The numbers of persons using The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station must match the number agreed at the time of booking, unless agreed in writing by the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station Manager.

No equipment shall be removed or taken off the premises.

The hirer of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station shall (at the end of the period of the hiring) leave the premises and equipment in a clean, tidy state.

The hirer shall ensure that discipline is maintained during the hiring, shall indemnify The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station against all actions, claims, demands or proceedings which may arise as the result of the hiring and shall have appropriate insurance cover in force in respect of all the hirer obligations to the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station under this policy and also (in the case of a hirer organisation) in respect of its own liability to all those who are within its charge.

The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station shall not be responsible for:

Loss of or damage to anything of the hirer's arising out of the hiring of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station.

Any loss, damage or injury incurred by or done or happening to any person or persons during the hiring of the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station arising from any cause whatsoever.

Any loss whatsoever of the hirer resulting of any event or circumstance beyond the control of the owners of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station.

The hirer can enter the The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station only at the specific hours for which the booking states, unless prior arrangements have been made in writing with The Inspiration Station BwD CIC Manager.

The hirer shall not profit from the hiring, nor sub-let The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station or any part thereof and members of the public are not permitted to enter.

Company Registration No. 12831020

Head office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk

The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station right of entry is reserved at all times to The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station Manager, staff and volunteers under the direction of the Manager and police or fire officer during the hiring.

These regulations govern the whole of The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station that are the subject of the hiring.

The Inspiration Station BwD CIC Arts & Crafts Station, Sensory Station or Soft Play Station are authorised to vary these conditions (in exceptional circumstances) by prior agreement in writing.

Company Registration No. 12831020

Head office - Inspiration Station BwD CIC Office 2 and 3, Old Fire Station Byrom Street Blackburn BB2 2LE

T: 01254 790993 | E: hello@inspirationstationbwd.co.uk