






## ViewSpace - Hire Agreement

This agreement is made between ViewSpace and the Hirer named below:

Name of Applicant / Organisation:		
Address:		
Post Code:		
Telephone Number:		
Email Address:		
Hire Date:		
Hire Period:	Start Time*:	End Time*:

*\* Please ensure that sufficient time is allowed at both ends of the booking period for setting up and dismantling.*

					
	<b>Boardroom</b>	<b>Casual</b>	<b>U-shape</b>	<b>Classroom</b>	<b>Theatre</b>
Studio	8	6	10	12	20
Viewing Room	4	8	6	4	N/A
Breakout Area	5	5	5	N/A	N/A

**Space required: (Please tick boxes of spaces you require)**

Studio (Ground Floor)  [ ]  
Specify Room Layout & no of people:

Viewing Room (Ground Floor)  [ ]  
Specify Room Layout & no of people:

Breakout Room (1<sup>st</sup> Floor)  [ ]  
Specify Room Layout & no of people:

Courtyard  [ ]

**For Market Research Sessions only:**

Session Times:	Start Time:	End Time:
No. of Respondents / Moderators:		No. of Clients:
Welcome / Hosting of Respondents managed by whom?		
Incentives provided?		Incentives to be managed by?

**Catering requirements:**

Tea/Coffee/Water	[   ]	Breakfast*	[   ]
Lunch*	[   ]	Dinner*	[   ]

*\* Please discuss menu requirements with one of our team*

I AGREE TO NOTIFY VIEWSPACE OF FINAL NUMBERS AT LEAST 3 WORKING DAYS IN ADVANCE OF MY BOOKING, AND MY FINAL INVOICE WILL BE CHARGED ON THE BASIS OF THESE NUMBERS.

I hereby apply for use of the premises as specified above. I accept responsibility for all the conditions set out in the ViewSpace's Conditions of Hire, a copy of which has been supplied to me. I undertake to pay on demand the charges assessed by ViewSpace in accordance with the approved scale of charges for the hire of the said premises.

Signed

On behalf of

Name (in block letters):

Date:

Confirmed by:

Signed:

On behalf of ViewSpace

Date:

# FocusVision

FocusVision gives you the ability to stream and record your research sessions. More information is available at [www.focusvision.co.uk](http://www.focusvision.co.uk). Prices are available on request.

## FocusVision Request Form

End Client Company:

---

Title/Topic of Research:

---

Video Conferencing / Video Streaming (Fixed Camera or Plus):  
(Please specify)

---

End Client Name:

Phone #:

Email:

---

Research Company Name:

Company:

Phone #:

Email:

---

End Client Billing Address:

(Please provide name & address)

---

PO or Ref #:

---

Transcripts Needed? (Yes/No):

# ViewSpace – Conditions of Hire

## 1. DEFINITIONS

- 1.1 "Client" refers to the person or persons, firm or company who has contracted to purchase the services from ViewSpace.
- 1.2 "Contract" refers to the Contract made between ViewSpace and the Client for the provision of the services.
- 1.3 "Fees" refers to the sum, price or rates to be paid by the client to ViewSpace for the provision of the services.
- 1.4 "Services" refers to the services and all work and actions to be provided by ViewSpace, including the hire of venue, under the contract.
- 1.5 "Venue" refers to any premises including all ancillary equipment to be hired or supplied by ViewSpace to the Client as part of the services.

## 2. CONTRACT

- 2.1 These terms and conditions, together with the attached proposal/specifications shall constitute the entire Contract between ViewSpace and the Client, and supersedes arrangements relating to the subject matter of this Contract.
- 2.2 The terms and conditions shall not be amended, modified, varied or supplemented except as agreed in writing signed by duly authorised representatives of the parties.

## 3. VENUE

- 3.1 Where the Services include the hire of the Venue, ViewSpace shall ensure the Venue meets the minimum standards of the Venue Facilities Association. However, the Client shall be deemed to have examined the Venue in order to ascertain that it is suitable for the purpose intended, and save for where the Venue fails to meet the minimum standards of the Venue Facilities Association or as stated elsewhere in the Contract, no claim will be allowed from the Client on the grounds that the Venue is unsuitable.
- 3.2 The Client shall be entitled to have access to the Venue on dates and times specified in the Contract or as agreed between the parties, and shall vacate the Venue by the specified date and time of the hire period. Should the Client fail to vacate the Venue by the specified end date and time of the hire period, ViewSpace shall be entitled to charge the Client for any reasonable extra costs incurred.
- 3.3 The Client shall observe the rules and regulations ascertaining to the use of the venue, and shall not enter or trespass on any premises adjacent to the Venue, and shall ensure that any individual(s) brought into the Venue comply with such rules and regulations etc.

## 4. PROPOSALS

- 4.1 The Fees quoted in any proposal submitted by ViewSpace to the Client will, unless otherwise agreed between the parties in writing, be valid for a period of 30 days from the date of the issue.
- 4.2 If ViewSpace bases the Fees quoted upon information provided by the Client, which is subsequently shown to be incorrect, ViewSpace shall be entitled to amend the Fees to take account of any resulting additional costs.
- 4.3 The quoted fees are exclusive of Value added Tax (VAT); where required by law any VAT will be charged in addition to the fees.
- 4.4 If bookings are not confirmed within 10 days prior to the date of hire ViewSpace reserve the right to let the facility to other applicants without notice.

## 5. FORMS OF USE, TYPES OF EVENTS PERMITTED / CAR PARK

- 5.1 The use of the building shall be limited to; seminars, training and meeting type uses.
- 5.2 Small scale social events will be considered on provision of details.
- 5.3 Public Parking is available free of charge throughout Old Beaconsfield. ViewSpace cannot guarantee or be held responsible for availability.

## 6. CHARGES / TERMS OF PAYMENT

- 6.1 The hire charge shall be in accordance with the scale of charges set by ViewSpace. Details of which are available on the web site. Any specific quotes shall be considered to supersede this information.
- 6.2 All payments must be made to the ViewSpace upon receipt of an official invoice which will be issued upon confirmation of the booking
- 6.3 ViewSpace will make a charge for all payments made by credit card.
- 6.4 ViewSpace reserves the right to charge a Deposit (excess charge/caution fee) which will be returnable provided the premises is left in good order.
- 6.5 ViewSpace also reserves the right to review the scale of charges from time to time.
- 6.6 Should the client wish to request payment terms credit facilities may be extended upon approval of a credit application.

## 7. CANCELLATION BY HIRER

- 7.1 There will be a cancellation charge of 50% of the studio fee when cancellations are made within ten working days prior to the booking date
- 7.2 There will be a cancellation charge of 100% of the studio fee when cancellations are made within five working days prior to the booking date.

## 8. SUB-LETTING

- 8.1 The Hirer shall not rehire or sublet ViewSpace or any part thereof.

## 9. INSURANCE

- 9.1 Evidence of adequate insurance cover will be required before any booking is finalised or treated as firm, the insurer specifically acknowledging that it will have no recourse or right to apportionment on the grounds of any similar policy or policies of insurance taken out by ViewSpace.

## 10. VARIATIONS

- 10.1 The Client may during the period of the Contract request ViewSpace to reconsider the impact of a revision to the programme for the execution of the services of part thereof hereinafter called a "Variation".
- 10.2 A Variation shall not invalidate the Contract but if such would result in an increase or decrease in the cost to ViewSpace of performing the services ViewSpace shall promptly advise the Client of the impact on the Fees.
- 10.3 If any Variation shall in the opinion of ViewSpace have an impact on the programme for the execution of the services that has not been allowed for by the Client, ViewSpace shall promptly inform the Client stating the reasons why ViewSpace believes the Variation will impact the programme and its effects.
- 10.4 If after considering the impact of any Variation, the Client wishes to proceed with the Variation, it shall instruct ViewSpace in writing to implement the Variation and the Contract Fees and programme shall be deemed to be amended accordingly.

## 11. TEST MATERIALS

- 11.1 Where products, samples or materials of the Clients are brought into a Venue, the Client shall be solely liable for and damages, loss, expenses, injury, or inconvenience caused by such products, samples or materials whether to ViewSpace or any third party (including any respondent), and shall indemnify and keep indemnified ViewSpace against all claims, demands, proceedings, damages, costs, charges and expenses of whatsoever nature in the respect thereof or in relation thereto, save for where such is wholly attributable to the negligence of ViewSpace.
- 11.2 The Client shall be responsible for complying with any legislation relating to the Client's products, samples or materials including the supply of any applicable COSHH certificates.
- 11.3 ViewSpace requires all Hirers to take out public liability indemnity and insurance against damage to ViewSpace and against claims or losses arising as a result of the use of ViewSpace up to the sum of 5 million.

## 12. DAMAGE, LOSS OR ACCIDENT

- 12.1 ViewSpace shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage or water, fire, Government restriction or disruption due to an act of nature which may cause the venue to close or the hire to be interrupted or cancelled.
- 12.2 The Hirer will be required to make good any loss or damage to the premises and/or any such furniture or fittings.
- 12.3 The Hirer shall indemnify ViewSpace against all liabilities, claims costs or demands in respect of personal injury and/or loss or theft of property and/or damage howsoever arising from the hiring of the venue.
- 12.4 Hirers should take care to ensure the safety and well-being of users e.g. no loose trailing flexes, obstructions etc. A basic First Aid Kit is located in the Kitchen.

## 13. FIRE PRECAUTIONS

- 13.1 There is a no smoking policy enforced over the entire premises. Hires are requested to ensure all persons are made aware of this and it is strictly adhere to.
- 13.2 The Hirer must make themselves aware of the position of fire extinguishers and emergency exits. No exits from may be blocked or restricted or fire appliances removed or tampered with in any way.
- 13.3 Highly flammable substances shall not be brought into, or used in any part of the premises.
- 13.4 In the event that the fire alarm is raised take the following action;
- Announce the evacuation of the building indicating the position of the fire exit points.
  - Dial 999
  - Assemble outside 33 London End (Spice Merchant Restaurant)
  - Have the record of persons present available for inspection by a Police Constable or Officer of the Fire Brigade.

## 14. ACCESS

- 14.1 A representative of ViewSpace or any person authorised by her shall have the right of free and unimpeded entry at all times and for all purposes to and from the venue.
- 14.2 The hire of the accommodation does not entitle the Hirer to use or enter the accommodation at any time other than the specific hours for which the accommodation is hired unless prior arrangements have been made with ViewSpace
- 14.3 Any overstay will be charged at the standard rate applicable at the time.

## 15. MAINTENANCE OF GOOD ORDER

- 15.1 The Hirer shall at all times during the function be responsible for the maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no person shall trespass on parts of the accommodation not hired.
- 15.2 Admission should be regulated, e.g. in the form of a request to attend or an invitation.
- 15.3 The Hirer shall ensure that a record is kept of the;
- Name and total Number of persons admitted to the premises and
  - Name and total number of persons leaving the premises.
- So as to enable the number of persons present on the premises to be ascertained at any time.
- The record will be available for inspection by a Police Constable or Officer of the Fire Brigade.

## 16. VACATION OF PREMISES

- 16.1 The Hirer shall ensure the accommodation is vacated by all persons attending within the time specified on the booking form. All articles brought in connection with the function shall be removed at the termination of the hire.
- 16.2 At the end of the hiring the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Should extra cleaning be necessary ViewSpace reserve the right to levy an additional charge.
- 16.3 The hirer shall ensure that the minimum of noise is made on arrival and departure.

## 17. CATERING

- 17.1 Tea, coffee, water will be provided upon request, with a charge per head being incurred.
- 17.2 For additional catering requirements an agreement must be reached with ViewSpace regarding the provision and service of food, due to restricted facilities.
- 17.3 Any breakages or losses to equipment i.e. crockery, cutlery etc will be charged.
- 17.4 The Hirer shall observe all relevant food health and hygiene legislation and regulations.

## 18. GENERAL

- 18.1 No additional lights or electrical extensions shall be used without the previous consent of ViewSpace.
- 18.2 No bolts, tacks, nails, screws or any similar fixing/objects shall be driven into any part of the venue or affixed thereto without the previous consent of ViewSpace.
- 18.3 ViewSpace reserve the right to cancel bookings at any time prior to the date of the function if the venue shall not be available for any reason beyond its control.
- 18.4 The Hirer shall ensure that any event/function involving children or young people comply with the provisions of legislation regarding such persons (Children Act 1989) and that only fit and proper persons have access to the children/young persons.
- 18.5 The Hirer will sign a declaration that s/he will be responsible for all the conditions set out in this document.

## CONTACT

ViewSpace

The Joinery, 35 London End, Beaconsfield, Buckinghamshire, HP9 2HW

Tel: 01494 689408

Fax: 01494 674813

[info@viewspace.co.uk](mailto:info@viewspace.co.uk)

**IT IS SUGGESTED THIS DOCUMENT IS BROUGHT  
TO YOUR EVENT / FUNCTION FOR REFERENCE**

## **ViewSpace – Fair Usage & Security Policy**

Project::4 ViewSpace maintains and promotes a policy of fair and acceptable usage at all times, so please ensure that any use of Project::4 ViewSpace's services, by yourself or anyone in your group doesn't in any way contradict the restrictions listed below. You will also find your responsibilities to help keep our network secure listed at the end of this Fair and Acceptable Usage Policy (the 'Policy').

Please ensure that anyone using accessing Project::4 ViewSpace's Internet services agrees with this Policy and is aware of their obligations under it. This extends to your employees or anyone using the network in conjunction with you.

### **UNACCEPTABLE USE OF VIEWSPACE SERVICES INCLUDE:**

1. Unlawful, fraudulent, criminal or otherwise illegal activities.
2. Sending, receiving, publishing, posting, distributing, disseminating, encouraging the receipt of, uploading, downloading, recording, reviewing, streaming or using any material which is offensive, abusive, defamatory, indecent, obscene, unlawful, harassing or menacing or a breach of the copyright, trademark, intellectual property, confidence, privacy or any other rights of any person.
3. Knowingly or negligently transmitting or uploading any electronic material (including, without limit, files that contain viruses, corrupted files, or any other similar software or programmes) which is known or likely to cause, interrupt, damage, destroy or limit the functionality of any computer software, hardware or telecommunications equipment owned by ViewSpace or any other Internet user or person.
4. Activities that invade another's privacy, cause annoyance, inconvenience or needless anxiety to any person.
5. Activities that are in breach of any other third parties' rights, including downloading, installation or distribution of pirated software or other inappropriately licensed software, deletion of any author attributions, legal notices or proprietary designations or labels in any file that is uploaded, falsification of the origin or source of any software or other material.
6. Anything that may disrupt or interfere with ViewSpace's network or services or cause a host or the network to crash.
7. Launching "denial of service" attacks; "mailbombing" attacks; or "flooding" attacks against a host or network.
8. Granting access to ViewSpace services to others not part of the group for whom you have paid and advised ViewSpace of their participation.
9. Making excessive use of, or placing unusual burdens on, the network, for example by sending or receiving large volumes of email or excessively large email attachments.
10. Circumventing the user authentication or security process of a host or network.
11. Creating, transmitting, storing or publishing any virus, Trojan, corrupting programme or corrupted data.
12. Collecting, streaming, distributing or accessing any material that you know, or reasonably should know, cannot be legally collected, streamed, distributed or accessed.

### **SECURITY**

You are responsible for ensuring that any member ID and/or password issued to you remains confidential so that the network cannot be used by any unauthorised person.

You shall not disclose any member ID or password to any third party, or use the same for any purpose connected with the improper use of the network including accessing or attempting to access other parts of the services for which you do not have access rights.

You are responsible for taking all reasonable steps necessary to prevent a third party obtaining access to the network.

You must immediately advise us if you become aware of any violation or suspected violation of these Security provisions.