**Agreement for hiring space for exhibition**

**Hire Details:**

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| **BCS Booking No:** |  |
| **BCS** | BCS, The Chartered Institute for IT, Registered Charity Number 292768 Registered Company address is 3 Newbridge Square, Swindon, Wiltshire, SN1 1BY.   |
| **BCS contact person** | Name: Title: Email: Telephone: |
| **Exhibitor name and address:****(‘You/You’re’)** |  |
| **Exhibitors representative:**  | Name: Title: Email: Telephone:  |
| **Event:**  | [BRIEF DESCRIPTION OF EVENT OR FUNCTION] |
| **Date of event:**  | [DATE] |
| **Hire Period:** | [TIME]  |
| **Venue:** | [specific room or area, or tabletop within a certain area] BCS, The Chartered Institute for IT, 25 Copthall Ave, London EC2R 7BP |
| **Expected number of guests:**  |   |
| **Charges:** | £[AMOUNT] or [nil] |
| **PO number:**  |  |
| **[Special terms:]** | [Add anything in particular, catering, supplies, services, restrictions etc – or delete this row if not applicable] |

This agreement is subject to the following terms and conditions, except in so far as they are varied in writing by agreement by both BCS and You.

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| Signed for BCS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:Title:Date: | Signed for: [exhibitor name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:Title:Date:  |

1. **Access to and use of Venue**
	1. Access to the Venue will be granted during the Hire Period. Access outside of this time is at the discretion of BCS
	2. You will ensure:
		1. the Venue is not used for any other purpose other than that agreed;
		2. that at the end of the Event the Venue is cleared of all equipment and waste to the satisfaction of BCS;
		3. that You and Your staff comply with all reasonable instructions provided by BCS staff; and
		4. that on arrival at BCS, all persons involved with the Event report to reception.
2. **Charges**
	1. You will ensure that you pay the Charges set out in the Hire Details within 30 calendar days prior to the Date of Event. BCS reserves the right to cancel the event should payment of the Charges not be made on time.
3. **Liability and insurance**
	1. BCS makes no warranty as to the condition of the Venue or it’s suitability for Your purpose and accepts to no liability as occupier or otherwise for any loss or damage to property, however caused, sustained by You or any person on any part of the BCS premises, unless such liability cannot be limited by law.
	2. You will be liable to compensate BCS for all damage to or loss of BCS property however caused arising from your use of the Venue; and indemnify BCS against all claims and proceedings made or brought against BCS in respect of any personal injury, or damage to, or loss of property and against all costs and expenses reasonably incurred in connection thereof.
	3. You will cover Your liability by an appropriate insurance policy and provide evidence to BCS that the appropriate Public Liability insurance cover is in place, if requested.
4. **Cancellation by Exhibitor**
	1. Any request to cancel the hire of the Venue must be provided to BCS in writing.
	2. Any cancellation request received less than 30 calendar days prior to the Event will be chargeable at the full rate of the Charges set out in the Hire Details, unless otherwise agreed.
5. **Termination by BCS**
	1. BCS may cancel this agreement at any time and will not be liable for compensation in the event of termination. You will be entitled to refund of any Charges made to BCS in relation to this agreement.
6. **Photography, videography and Data Protection**
	1. BCS may take photographs and video of the event in progress to share news about the event, and may use such photographs within press releases, printed publicity and social media. You will ensure that you inform attendees that photographs and video may be taken, and promptly inform BCS of any attendee who would not like to be photographed or filmed.
	2. You will allow BCS to use photographs and video taken by you to share news about the event. You will provide photographs and video to BCS on request, along with the detail of any appropriate copyright credit to be given.
	3. You will ensure that you comply and assist BCS to comply with the requirements of all applicable data protection and privacy legislation in force from time to time in the UK including the Data Protection Act 2018 (and regulations made thereunder), the retained EU law version of General Data Protection Regulation ((EU) 2016/679), the Privacy and Electronic Communications Regulations 2003 (*SI 2003/2426*) and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable. The BCS privacy notice is available at <https://www.bcs.org/legal-and-privacy-notices/data-privacy-notice/>
7. **General**:
	1. **Force majeure**: neither You nor BCS will be in breach of this agreement or otherwise liable for any failure or delay in the performance of its obligations if such delay or failure results from events, circumstances or causes beyond its reasonable control.
	2. **Confidentiality**: in your dealings with BCS and whilst at BCS premises, you may be exposed to BCS confidential information. You will ensure that you protect BCS confidential information with the same degree of care that you uses to protect Your own confidential information of a similar nature and importance, but with no less than reasonable care.
	3. **Relevant laws**: You will ensure that you comply with all relevant laws, including the Bribery Act 2010 and the Modern Slavery Act 2015.
	4. **Governing law and jurisdiction:** this agreement is governed by the laws of England, and the courts of England have exclusive jurisdiction.