

Bridge Professional Development Centre

Bridge Learning Campus, Teyfant Road, Hartcliffe , Bristol, BS13 0RF

Terms and Conditions of supply

The Following terms and conditions shall apply to any supply of goods and/or services by Bridge Professional Development Centre (“the Company”) to any third party (“the Client”)

CONTRACT

There shall be deemed to have been no contract between the Company and the Client until such time as the Company shall have issued a letter of confirmation setting out the nature and charging basis of the goods and /or services to be supplied. Thereafter, there shall be deemed to be a contract in force, whose sole terms and conditions shall be these terms and conditions. There shall be deemed to have been no subsequent variation in the contract unless the Company shall have issued a letter of variation confirming the same. Nothing in these terms and conditions shall alienate the Company’s right of issue, retrospectively, letters of confirmation or variation and to charge for and recover monies due for goods and/or services supplied to the Client in connection herewith.

CANCELLATION

If the Client cancels the whole or part of a contract, the amount due under the contract or the part thereof, will be payable in full if cancelled 7 days or less before the first date of supply of the goods and /or services, or 50% if cancelled between 21 and 7 days before the same.

CONFIRMATION

The client shall give three working days’ prior notice to the Company of the number of persons attending the function and to be catered for. In the event of such information being received at shorter notice or not at all, the Company shall in any event be entitled to arrange and charge for such catering services as it shall, as its sole discretion, deem reasonable in the circumstances and the Client shall have no recourse for any consequential or other loss arising there from.

PAYMENT

Payment shall be made by the Client within twenty eight days of the date of the invoice.

CONFERENCE TIMING

The Company’s day and half-day morning, afternoon and evening booking periods are 0900 to 1700, and 0900 to 1300. 1300 to 1700 and 1700 to 2100 respectively, from Monday to Friday, Saturday and Sunday day and half day bookings may be available at the same times at special rates, subject to availability of the Company’s premises and staff.

All functions, including setting-up and stripping –down, are required to take place between the times applicable to the bookings concerned, unless alternative arrangements have previously been agreed in writing by the Company. Extensions to finish times may be granted by the Company, subject to availability. Where access is required by the Client at any time prior to a start time for set-up purposes, the Company will make every effort to provide such access, subject to availability of the accommodation concerned and Company staff.

THIRD PARTY CONTRACTORS

The Client shall not engage the services of any person, other than a full-time bona fide employee of the Client, on the Company's premises in any capacity other than that of presenter or trainer without the prior written approval of the Company.

FOOD AND BEVERAGES

No food or beverage of any kind may be brought onto the Company's premises without the prior agreement of the Company, in which event a charge for profit loss may be payable.

DAMAGE

The Client shall be responsible of any damage caused to the Company's premises, furnishings, fixtures, fittings and equipment during the use of its facilities by the Client's presenters, trainers, employees, delegates, guests or contractors. Nothing may be affixed to the walls, ceilings, floors or pillars by the use of nails, screws, drawing pins, tape, adhesive putting or by any other means, without the prior agreement of the Company.

EMERGENCY PROVISIONS

The Client shall be responsible for preparing and maintaining an up-to-date list of any persons attending its function on the Company's premises. Such list shall immediately be made available to the Company's Fire Officer on request and at the Emergency Assembly Point outside the premises in the event of a fire, or other emergency leading to the evacuation of the building.

SAFEGUARDING AND WELFARE

Visitors should sign in at reception on arrival. Visitors should take reasonable care for their own health and safety and of others who may be affected by what you do or do not do.

1/5/2010