

Due to the Covid 19 pandemic the following additions to our standard Terms and Conditions of Hire will be in effect until further notice.

- Events may be postponed or cancelled at short notice due to a change in the Covid alert level. In this case any fees paid for venue hire will be refunded.
- The Forum cannot refund or reimburse any fees which may have been paid to a third party (for event resources, marketing costs etc).
- If a lockdown comes into effect part way through a multi-day booking The Forum will issue a refund for the cancelled portion of the event. Appropriate measures will be taken to arrange for collection of property or events equipment which may have been left on-site.
- The Forum will not automatically refund a booking which has been cancelled by the customer/hirer. Such instances will be dealt with on a case by case basis.
- Hirers will be responsible for maintaining social distancing at their events.
- Event floor plans and layouts (for events such as markets, exhibitions etc) will be agreed in advance between The Forum and the hirer. Once agreed, no alterations or additions to the plans will be permitted (for example, stallholders will not be allowed to add to their stall space with their own tables, clothes rails etc).
- Loading and offloading for events will take place during designated time periods. For larger events, staggered session times will be agreed to ensure appropriate social distancing between event contributors.
- Technical support for IT/AV systems will be limited. We strongly encourage hirers to arrange testing sessions in advance of events.
- Hirers are encouraged to provide their own IT equipment where possible.
- All AV/IT equipment and venue hire spaces will be cleaned fully and sanitised before a hire. We would suggest that if there are multiple speakers or users that customers bring their own IT/AV equipment. We can provide alcohol wipes for screens, microphones, etc.
- The Forum will not arrange catering for events. If hirers wish to cater their events The Forum will evaluate on a case by case basis.