

## **Terms and Conditions for the use of the Senedd,**

It is important that you read and understand the following terms and conditions, which you must adhere to when booking and using the public areas of the Senedd for an event/exhibition.

### **1. Space Allocated**

You have been allocated an area in the Oriel measuring approximately 7.5 m by 1.5 m, and/or an area in the Neuadd measuring approximately 6 m x 4 m (allocated area to be confirmed with each organiser). Your event/exhibition must remain within the allocated area. These dimensions do not include the area for your guests.

Please note that the areas within the Senedd are public areas and that your event/exhibition should not impinge on their use - these areas are not suitable for the display of large exhibitions.

Keep fire exits clear - in respect of health and safety you have a duty of care to yourselves and to other occupants whilst in the Senedd.

Do not unload any equipment, instruments or materials until a member of staff from the events office has signed you into the building. Individuals are requested to take materials directly to the allocated area to ensure that the reception area remains clear. You must provide a list of all materials you wish to bring to the Senedd and this must be approved prior to your event/exhibition.

Do not move any furniture in the Senedd.

You must fully comply with the guidelines for events in the Senedd which is set out in the booking form.

### **2. Health and Safety**

Event organisers are responsible for carrying out a health and safety assessment of their exhibition panels and displays and the Assembly reserves the right to remove any display that is deemed to pose a health and safety risk.

Any equipment used must be stable, and must be able to withstand a "knock" without falling over.

No storage is provided within the building - all packing cases and materials not needed as part of the event or exhibition must be removed from the building.

There must be no trailing cables - all cables must be secured and/or taped to the floor.

All organisers must be mindful of the slate flooring within this area. Heavy materials and metal or wooden structures could damage the flooring and should not to be used within this area without prior consultation and approval of the events office.

Due to the nature of the building, it is not possible to bring lorries or vans carrying exhibitions close to the entrance. Please ensure that you are able to carry your exhibition materials into the building over a short distance and through the public entrance to the Senedd at the front of the building.

If your exhibition is heavy or if you will need help to bring it into the building, you must advise the events office beforehand. The Assembly has a small team of porters who are available to help, with prior arrangement. For porters to assist, all materials must comply with health and safety guidelines for safe lifting practices.

### **3. Indemnification and Insurance**

Your organisation shall be liable for and shall indemnify the National Assembly for Wales against all claims, proceedings, costs and expenses arising from or in connection with the use of the premises of the National Assembly, except to the extent that they are shown to have been caused by the negligence of the National Assembly or its employee. The National Assembly will not settle or compromise any such claims or proceedings without the written consent of your organisation, which consent shall not be unreasonably withheld.

Without prejudice to your organisation's obligation to indemnify the National Assembly in the terms set out above, your organisation shall take out and maintain insurance in respect of claims arising from the liability set out in the above paragraph.

In completing and returning to the National Assembly for Wales a copy of these guidelines and terms and conditions, you are stating that your organisation maintains an insurance in the terms of the above requirement.

On behalf of ..... (organisation), I have the authority to sign and return the terms and conditions for using the public area(s) of the Senedd which signature indicates my acceptance on behalf of ..... (organisation) of the terms and conditions set out therein. I have provided a completed plan of my exhibition with a list of the items I wish to bring to the Senedd.

Name (print): .....

Signature: ..... Date: .....

Position in the organisation: .....