

INDEMNITY FORM

We, [INSERT NAME OF CHARITY]

in consideration for West Yorkshire Combined Authority granting permission to:
[INSERT LIST OF NAMED INDIVIDUALS UP TO A MAXIMUM OF TWO]

to enter upon the Bus Station premises of WYCA at [INSERT STATION] on the date
of: [INSERT DATE] _____
for the purpose of undertaking a charity collection DO HEREBY AGREE that the said
permission shall be conditional upon the following;

1. The collectors must be supervised by a responsible person over the age of 18 and the collectors shall only collect in the areas specifically designated by the Bus Station Manager
2. The collectors shall at all times whilst on the Bus Station premises wear WYCA identification badges. The name of the charity must be displayed clearly at all times.
3. The collectors and those supervising them shall be under the supervision of the Bus Station Manager at the said premises, during such and all times as they remain upon the said Bus Station premises.
4. The collectors shall not approach any moving buses, enter any of the dining or waiting areas, stand at the entrances to bus stands, enter or stand at the entrance to any retail unit, as to do so hinders the free movement of passengers.
5. The collection shall not be undertaken in a manner that is likely to harass, inconvenience or annoy any person or impede that person's movement at the time. The "shaking" of collection tins or buckets is not allowed and no physical contact will be made with anyone whilst undertaking the collection.
6. No vehicular access is permitted onto any part of the Bus Station concourse or bus clearways and any equipment must be transported manually.
7. No articles may be sold at any time.
8. All representatives must report to the Bus Station Security Office before the commencement of any agreed activity, where they will be briefed on all safety related matters and arrangements for transporting goods can be agreed. The representative must ensure that all collectors are briefed with the guidelines that are issued by the Bus Station Manager to ensure that they have a full understanding of the safety matters and conditions.

9. The collectors must conform to all the Bus Station conditions laid out in the safety briefing.
10. The Bus Station Manager retains the right at all times, to ask the person in charge to rectify anything that does not meet with the above or the Bus Station Managers approval on the day and in extreme cases if the matter is not rectified immediately, instruct them to leave the premises. We acknowledge that WYCA operates a strict alcohol and drugs policy and that WYCA has the right to and will immediately remove any collector who is under the influence of drink or drugs.
11. We also hereby agree that we shall be responsible for and shall indemnify WYCA and its servants and agents from and against any and all liability for personal injury, whether fatal or otherwise, loss or damage to property, any loss, damage, costs or expenses, of whatsoever nature and however caused, which would not have arisen but for our own negligence or breach of the conditions in this indemnity. We confirm that we have adequate insurance in respect of the collection and this indemnity form.
12. We acknowledge that the monies collected are our responsibility and that WYCA accepts no responsibility for these monies at any time.

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| Signed for and on behalf of | _____ |
| By _____ | |
| Date _____ | |