

## **Terms and Conditions**

Relating to

**Room hire at the International Institute for Strategic Studies  
Bloomsbury House, 2-3 Bloomsbury Square, London, WC1A 2RL**

### **Confirmation of booking**

A Room Hire Charge is payable for each room booked.

If you make a provisional booking we will send you an Event Sheet. The Booking will remain provisional until the signed Event Sheet together with a signed copy of these Conditions of Booking, and a deposit are received. Written confirmation of receipt of the deposit will be sent to you.

We may cancel, without liability, a provisional Booking at any time prior to receipt of the Event Sheet, Conditions of Booking and any required deposit, by sending you written notice of any intended cancellation. Any room viewings arranged may be cancelled or postponed should the room in question become unavailable.

If any changes take place to your requirements you must notify us immediately and a new Event Sheet will be issued for your signature if necessary.

### **Equipment**

We must receive a minimum of 7 working day's notice of requests for equipment and technical support, otherwise we cannot guarantee availability.

Clients providing their own equipment should inform the Events Manager and note that we cannot provide technical assistance with such Items nor shall we accept responsibility for any malfunction. It is your responsibility to satisfy yourself as to the suitability of such equipment for the environment in which it is to be used. You shall be responsible for the security and insurance of any such equipment, for obtaining all consents of licenses and for its prompt removal at the end of the Event.

### **Catering**

All Events held on the premises will be catered for by Beluga Catering Ltd, the Institutes contracted caterer.

The final number of guests to be catered for must be confirmed to the Events Department by midday, five working days prior to the Event at the latest. This shall be the minimum number for which you will be charged.

We operate a Minimum Numbers Policy for each room. If the final number of confirmed attendees falls below this threshold we may, at our sole discretion, relocate your Event to an alternative room. If we exercise this right your Room Hire Charge will be amended accordingly.

Under no circumstances may food be brought into the building.

Under no circumstances may beverages be brought into the building unless corkage charges have been agreed.

When consumables are charged on a consumption basis, you may check the opening and closing stocks of consumables in the presence of a Meetings and Events representative. If you do not wish to do so, the figures recorded by us shall be conclusive.

### **Use of premises**

You shall comply with the Institutes security requirements at all times and follow any specific security related instructions, which may be given by the Institute staff at any time.

You shall comply at all times with the Institute fire, emergency and Health and Safety regulations. Fire instructions including fire escape routes are displayed throughout the Institutes premises. Fire exits and routes must not be obstructed.

Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or other means without prior written approval.

You shall not sub-licence or share occupation of the room.

You shall not use any public area of the premises for registrations of guests, distribution or display of promotional material or for display of company signs or notices without prior written approval.

You shall not hold press conferences or make television or radio recordings on our premises without prior written approval from the Institutes Press Office.

You shall not photograph or film rooms that show the Institutes logo without prior written approval of the Institutes Press Office.

The use of Institutes premises does not carry any endorsement by the Institute and none shall be claimed or implied by you in any way whatsoever.

You shall not make use of the Institutes logo in any way whatsoever, except with the prior written approval of the Institute.

You shall not show films, video's or perform plays without the prior written approval of the Institute.

You shall have access to the room between the Access Time and the Finish Time stated on the Event Sheet. The Event must end and the room be cleared no later than the Finish Time as stated in the Event Sheet.

Should your Event continue after the Finish Time, the Institute shall make every endeavour to accommodate your wishes. However should the Institute request you to vacate the premises, for example, in the event of requiring the room for a subsequent Hirer, you shall immediately comply.

It is your responsibility to ensure the maximum notified capacity of each room is not exceeded at any time.

Any accidents or damage occurring within the premises shall be reported immediately to the Event Manager.

Property should be clearly addressed with the name of your organisation, and room and host or organiser details. Deliveries should be directed to, and collections made from, the main entrance. This shall not be used as a storage area. Any property causing an obstruction to this fire escape route may be removed from the premises without notice.

The Institute strictly adheres to Licensing Laws at all times and allows for a 20 minute 'Drinking Up Period' at the end of your Event. Liquor Licence extensions and exemptions may be available by arrangement. You shall be responsible for the orderly and safe conduct of the Event, for ensuring that nothing that you, your agent or contractors or you or their employees or guests does interferes with any other persons use or enjoyment of the Institutes premises, causes a nuisance, is an infringement of or renders possible the forfeiture of our Liquor Licence or for music or dancing or other permissions attaching to the Institutes premises.

You shall be responsible for ensuring there is no illegal betting or gaming.

### **Charges**

Room hire, business services, equipment, catering and all other charges are subject to periodic review and so may occasionally differ from charges quoted upon your initial enquiry.

The charges applicable to your event will be stated in your Event Sheet and will be fixed and firm from date of receipt by the Institute of these signed Conditions of Booking. Any other Charges arising will be based on our price list current at the date of the Event.

Unless otherwise agreed in writing telephone calls, facsimile, photocopying and other business services are not included in the Room Hire Charge and will be itemised on your invoice separately.

All Charges are quoted exclusive of applicable Value Added Taxation (VAT), and are subject to variation in line with changes to taxation subsequent to the date of the Contract or price list.

Should you request the Institute to buy goods and services from a third party a handling charge will be incurred and a deposit may be required. If your booking is cancelled by either of us for any reason you shall be liable for the handling charge and any costs incurred, in addition to any Cancellation Charges.

You shall indemnify the Institute against all and any claims arising from the purchase of goods or services from a third party on your behalf.

### **Deposits and payments**

An advance deposit payment is required before your booking is confirmed. A deposit invoice will be sent along with your booking contract.

The remaining balance is due 7 days prior to the event date.

Without prejudice to any other rights or remedies available to the Institute under this Agreement, failure to pay any advance payments within 30 days of notification may, at the sole discretion of the Institute, result in the cancellation of the Booking and Cancellation Charges may become due.

### **Cancellation**

We reserve the right to cancel your Booking with immediate effect and without liability if at the sole discretion of the Institute, if it appears:

The Event is of a different nature to that confirmed by you.

The Event may be illegal.

The Event may bring bad publicity or disrepute upon the Institute

It is possible that you may not be able to honour your obligations under the Contract.

The number of attendees may exceed published capacity figures and it is not possible to reorganise the Booking within the Institutes premises

You fail to pay any required deposit

You breach any of the conditions of these signed Conditions of Booking.

In the event of cancellation under the circumstances described above, any deposit paid by you may, at the sole discretion of the Institute, be retained.

The Institute may cancel your Booking with immediate effect and without liability in circumstances outside our reasonable control. These may include, although not exclusively, Act of God, fire, refusal to grant or extend a licence, strikes, lock-out or industrial action whether involving Institute employees or a third party or any act or omission by yourself, your agent or contractor or your or their employees or guests.

If the Institute cancels your Booking in circumstances detailed above, any deposit paid to the Institute will be refunded unless cancellation is related to acts or omissions by yourself, your agent or contractor, or your or their employees or guests.

If you wish to cancel your Booking after confirmation you must call the Institute immediately to notify them of your intention. Any notification of cancellation must be confirmed in writing to the Institute. Cancellation will not be implemented by the Institute until such written confirmation is received. If you cancel your booking after confirmation the Institute shall retain any deposit or deposits paid and a Cancellation Charge shall be applied to any outstanding balance as detailed below.

Period before event that written confirmation of cancellation received by the Institute

Cancellation charge as % of room hire and confirmed catering charge.

In excess of 6 months

Nil

6 months – 4 months

25%

4 months – 2 month

50%

2 months – 1 month

75%

Less than 1 month excluding bank holidays

100%

### **Indemnity and insurance**

This shall include, but not be limited to, loss or damage to the Institutes premises, fixtures, fittings, furnishings, equipment, stock and other contents howsoever arising, including death or injury to any person.

If the hirer will be responsible for effecting and maintaining Events, Public Liability or other insurance to a level of a minimum of £5 million which will indemnify you, your agents or contractors or your or their employees or guests against any claim, costs, and expenses incurred in respect of any injury to any person or loss or damage to property howsoever arising from this Event, and you shall, if so requested by the Institute, provide certificates as evidence of such insurance cover.

While the Institute is happy to look after deliveries, garments and personal belongings of the organiser or persons attending Events at the Institute premises, we shall not be liable whether in negligence or otherwise for any loss of or damage to such items occurring on the Institutes premises and you shall indemnify us against any claims arising from such loss or damage.

In no circumstances shall the Institute be liable to you, in contract or in tort, including negligence or breach of statutory duty for:

Any increase in your costs or expenses.

Any loss of your profit, business, contracts or goodwill.

Any indirect or consequential damage of any nature whatsoever.

Complaints and Claims – If you have a complaint prior to or during the Event, you shall notify us immediately and we will do what we can to help. If any complaint or claim arises out of the Booking or our performance of the contract you shall notify us immediately and provide written details within seven days of the Event. The Institute shall not be liable for any complaint or claim unless notified in writing within seven days of the Event.

If two or more persons are named on the Event Sheet the liability of each is joint and several. This means that each person can be held fully responsible for all the responsibilities under this Contract.

The agreement is subject to English law.

I the undersigned confirm that I have read understood and accept the above Conditions of Booking.

Signed .....

Print name.....

Dated .....