

# VENUE HIRE GENERAL TERMS & CONDITIONS

**Please read this document carefully.**

Babel ART House is a venue based on Stoke Newington High Street. Our space is fully equipped with lighting, a sound system, projector, stage and a fully stocked bar to cater for any event or function.

Our venue is available to hire and suitable for a variety of functions such as;

- \* Learning Activities & Workshops \* Meetings & Conferences
  - \* Film Screenings
- \* Plays & rehearsals
- \* Stand up shows
- \* Private Parties (inc Karaoke with our fully licensed softwares)
- \* Live performances

## VENUE SPECS

- \* The stage 10m<sup>2</sup>
- \* The space 80m<sup>2</sup> (*Capacity up to 100 person standing*)
- \* Chairs, stools and sofas are available on request (*Capacity up to 60 person seated*)

\* Projector (*PA hire is needed to use the Projector*) \* 500 watt sound system

\* Multi coloured LED stage lighting (*Please note that we do not have an in-house lighting technician but we can hire one on behalf of you*)

\* Bar

\* 2 restrooms

\* Smoking Area

\* Restaurant & Cafe (upstairs)

**This document sets out the full extent of any agreement between Babel Art**

**House and you as “The Event Host”. By proceeding with your booking, you are**

**agreeing to the terms and conditions outlined in this document.**

## **PA SYSTEM & OTHER EQUIPMENT**

**If you intend to use any of these equipment, please indicate which equipment is needed and ask for the availability in advance.**

\* 2 X SHURE SM57 Instrument Microphone

## Mixer:

\* SoundCraft 12-input Analogue Mixer

## Instruments:

\* Yamaha Arius YDP-142 Digital Piano \* Drum kit (*we don't have cymbals*)

## Speakers:

\* Mackie Thump15 1000W 15" Powered Loud Speaker

## Microphones:

\* 1 X SHURE SM58 Vocal Microphone

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|  | Hours   | Price (Per Hour)<br><i>Food &amp; drink from<br/>Babel Cafe &amp;</i> | <i>Bring outside food</i> |
|--|---|---|---------------------------|
| <b>Weekdays</b><br>(From Monday -<br>10:00 to Friday - | <b>10:00 - 23:30</b><br>(Except for<br>Fridays: 10:00 - | £45   | £75                       |
| <b>Weekends</b><br><b>10:00 - 17:00</b>                | £50 £75   |   |                           |

## Weekends

|  |                      |     |               |
|--|----------------------|-----|---------------|
| (From Friday - 17:00<br>to Sunday - 23:30) | <b>17:00 - 00:00</b> | £90 | Self catered: |
|--|----------------------|-----|---------------|

## EXTRAS & EXCEPTIONS

**Regular (weekly/monthly) and Artistic Bookings:** 50% discount applied on regular prices for bookings between 10:00 and 17:00, Monday - Sunday, if the venue is booked on regular basis and/or for artistic purposes. (Minimum frequency required: Monthly)

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## BOOKING WITH US, HOUSE RULES AND IMPORTANT NOTES

We understand how important this event is to you and you have great expectations from us. We want you to have a truly memorable time at our venue and we are dedicated to serve you to our best ability in every way we can. In order to ensure that our cooperation leads to a smooth experience and a seamless event, we kindly ask you to comply with our house rules.

### **1. Entering and leaving the venue is strictly limited to your booking hours.**

When you inquire for event hours please include any extra time needed for set- up/sound check/decorating and also wrapping/cleaning-up before leaving the venue. **For any extra time spent more than 15 minutes in the venue, you will be billed for an extra hour of venue hire fee.** For this reason we kindly ask you to stop the music 30 mins before your finish time as in our experience this works best for you to leave the venue on time without paying a penalty fee.

### **2. Our license is until 11pm on weekdays and until 12:00 am on weekends.**

However, if you can provide a "guest list" for your event, we can apply for a

Temporary Events Notice (TEN) License to extend the hours (until 2 am the latest), which is subjected to a fee of £21 and is covered by the Event Host.

**Important note:** Please note that applying for TEN does not guarantee extending the hours and it completely depends on the decision of the council. If a submitted TEN is refused, we can still run your event within our licencing hours, but we are unable to offer refunds for the application fee (£21).

3. In order to prevent public nuisance that may be caused by us to our best ability, we take some measures to keep the noise under control in all the events we host. **We have to keep the volume within acceptable levels after 11pm as we are based in a residential area.** Our staff will be monitoring the volume via decibel meter apps installed in their smartphones to keep the volume at appropriate limits. **In case of exceeding this limits, the Event Host will be warned and if the Event Host refuses to cooperate our staff will terminate the event.**

4. Babel ART House may require & hire security guards according to the type of event, guest number and the event hours. **Security hire fee is £20/h per guard and the event host will be billed for the total SIA hire cost.**

5. We kindly ask our Event Hosts to leave the venue as they have found it; mainly by placing your food and drinks

waste in bins. Our friendly staff will be happy to provide you with as many bins and bin liners as you need.

**6. agreed event hours, and being considerate about our neighbours and environment) we have the right to terminate the**

event at any time. **Please note that should this be the case, there will be no refunds.**

**7.** Upon request, we are able to supply a stocked bar and/or a fixed menu/buffet and also extra staff for your event. In such cases, different pricing/minimum spend policy may apply. Please contact us for more information.

In case of finding any illegal substances in the venue, or any other situation that jeopardizes our staff and/or our license, including any kind of breach of our agreement regarding the details of your event (e.g. guests age range, the nature of the event)

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**8.** Please bear in mind that enquiring for a date/time does not guarantee your booking and sometimes the same dates are enquired by multiple hosts; **in order to secure your booking** (date & event hours) we will need a down payment and a deposit. Please see the table below for how we calculate these (You will be billed in hourly increments). Please note that refunds only are valid in case of a cancellation/rescheduling caused by Babel Art House. If you wish to change your event date, you can do that with

no extra cost however Babel Art House does not offer any refunds once a payment has been made.

Our Bank details are:

**NES BABEL LTD 04-06-05 21107167**

If you`d like to proceed with your booking please sign this paper and return it to one of our Event Management Staff. For your questions and queries please contact us.

We look forward to hosting your event! Best wishes,

**Babel ART House Event Management**

86 Stoke Newington High Street London  
N16 7PA

**t** 020 7686 7365 / 07831712429

**email:**babelartlondon@gmail.com

.....  
..... *I have*  
*carefully read and* agree to the terms and conditions  
outlined in this document.I understand that if I breach this  
agreement my event may be terminated by Babel Art House  
staff and I will not receive any refunds.

*Event Host Name and Last*

*Name:* .....

..... *Contact Phone Number :*

*Email:* .....

.....

*Signature:*.....

*Date:*

*Signed*.....

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