

Huckletree Soho Limited

Your guestlist:

You agree to provide us with your guestlist before your meeting takes place.

Event Payment Terms:

We require payment in full in order to reserve the space for you. Your booking will not be secured until payment has been received in our bank account. Until the payment has been received in full, we reserve the right to offer the booking to another party without notice. If you are hosting a series of events, we may require you to make grouped payments in order to avoid unnecessary administrative effort.

Cancellation Policy:

Our cancellation policy is as follows:

Provided that you give us 24 hours' notice, we will change your meeting room booking to another date, subject to availability. There are no refunds on meeting room bookings.

Number of guests:

You agree not to invite more guests than your space can accommodate.

These numbers are as follows:

Plex: 10

Mars: 4

Alto: 6

Bruno: 5

Rey: 2

Adhering to the time schedule:

With multiple bookings taking place at Huckletree, it is important to maintain effective time management. You agree to start and end your booking in keeping with the agreed times. Should your bookings run over the agreed end time, you agree that extra charges will be incurred, with a minimum of one hour extra pay required for any overrun time.

Changes to our Property:

You agree not to make any changes to our property (including, for the elimination of doubt, exhibiting displays or affecting our existing structures in any way) without prior agreement from Huckletree. Any agreed changes may result in extra costs.

You agree not to:

Affix anything to our walls whatsoever and/or supply alcohol.

Damage to our Property:

You are responsible for your allocated event spaces during the period

of your booking. In signing this Agreement, you accept responsibility for any damage to our property or belongings (including the belongings and property of our members) caused during your event and you agree to pay full restitution to repair or make good any such damage or loss. Any damage to the spaces or their contents incurred as a result of the acts, omissions or default

on the part of you, your guests, employees, subcontractors or representatives or their guests will result in a charge to remedy such damage. For the elimination of doubt, as we do not charge a security deposit, you agree to bear the additional costs of any damage incurred during your event.

It's strictly forbidden to hang or attach to the walls with anything other than non-damaging adhesive. Each piece found hanging or attached to our walls with any other material will incur a £100+vat fine.

Damage to your Property:

Huckletree accepts no responsibility for the loss or damage to any

equipment or personal belongings brought onto the Huckletree premises by you, your guests, employees or any associated third parties nor for any personal injury or any kind of liability which may arise from the use of the venue.

Guests leaving with Alcohol:

It is your responsibility not to allow guests to leave the meeting room with alcoholic beverages. Alcohol is not permitted outside the building, or in any area outside the Huckletree Lower Ground floor doors. The police may be notified if this is broken.

Extra Costs:

Extra charges will apply for all of the below:

AV Support:

Our staff are well-versed in how to set up our AV equipment, but if you do think

you might require additional tech support on standby, please let us know and we can arrange this for you at an extra cost.

Technical Equipment:

You will be able to make use of the equipment specific to the meeting room space you are using only.

Personal Property:

You are responsible for the removal of all personal property, rubbish and any other items that were not present when you took control of the venue.

You agree:

that any items left in the space after the event may be disposed of without notice.

Meeting Room Catering and Catering Equipment:

1.We can make arrangements for catering in conjunction with your meeting room booking. If required, please speak to a member of the Huckletree team

2.The coffee machine, teas and any other food/drink in the kitchen are for our members use only and you agree not to let your colleagues or guests use the coffee machine

Deliveries and collections:

All deliveries and collections will need to be arranged and booked in with the Huckletree location team. Full details will be supplied once these terms and conditions have been signed.

Availability of Space and Services:

If for any reason beyond our control we fail to make available the meeting room reserved for your use or to provide any of the agreed goods or services, we shall not be held liable for any resulting loss or damage suffered. Without prejudice to the foregoing, we shall not be held liable for any loss or damage caused by labour disputes, power failure, government regulations or acts of God.