

## PLACE2BE ROOM HIRE TERMS & CONDITIONS

### DEFINITIONS

“Contract” refers to the booking confirmation and these terms and conditions.

“Premises” means the Owner’s property at 175 St John’s Street, London, EC1V 4LW. “Event” means the hire of the room(s) for use by the Hirer for the event described in the booking.

“Hirer” means the person, firm or company entering into the Contract with the Owner and if more than one, each shall be jointly and severally liable for the obligations of the Hirer under the Contract.

“Hired space” means the Owner’s meeting rooms on either the Ground or first floor of 175 St John’s Street, London, EC1V 4LW.

“Owner” means Place2Be, a charity registered in England and Wales (1040756) and in Scotland (SC038649), a company registered in England and Wales (02876150), whose principal place of business is at 175 St John’s Street, London, EC1V 4LW and can be contacted on [enquiries@place2be.org.uk](mailto:enquiries@place2be.org.uk).

### GENERAL

The Contract is exclusive to the Hirer and may not be assigned or sublet without the prior written consent of the Owner.

*Notices:* every notice shall be sent by email to the other party at the address of that party shown in the Contract.

*Governing Law:* the Contract is governed by English law and the parties submit to the jurisdiction of the English courts.

### OPERATIONAL TIME

The premises operational times are 08:30 – 17:30 *Monday to Friday*. The Hirer must vacate the hired space promptly at 17.30. Vacating after this time may incur additional charges.

### BOOKING INFORMATION

- The number of people using the room hired should not exceed the capacity stated.
- A delegate list should be given to the centre manager/reception team prior to the date of room use.
- The hirer should not engage in any activities that will pose a risk or threat to any person at the premises or bring reputational damage to the owner.
- Full payment must be received at least 72 hours before the Event.

## **CANCELLATION**

The Hirer may give notice of cancellation at any time prior to one week before the Event. Cancellation after 72 hours prior to event will result in loss of full booking fee.

The Owner may terminate the Contract if:

- the Hirer fails to make payment prior to the date of the Event, or
- The Hirer commits any other breach of the terms of the Contract; or
- Any action of the Hirer is deemed to be unacceptable by the Owner whether in relation to the nature of the Event, health and safety, compliance with applicable local or governmental authority regulations, advertising or otherwise.

The Owner reserves the right to cancel the Event at any time if circumstances beyond its reasonable control affect the Owner's ability to make the Hired Spaces available. In that case, the Owner shall have no liability to the Hirer except to return its deposit and any other payment received prior to the Event

## **FACILITIES**

The Owner shall ensure that the Hired space and any equipment provided by the Owner are fit-for use.

The facilities to be provided by the Owner shall include:

- (a) access to: (i) basic audio-visual capabilities, including functional screens (ii) kitchenette facilities including supply of tea, coffee and water; and (iii) fully functioning and serviceable toilet facilities;
- (b) Wi-Fi available for use of all persons in the Hired Space; and
- (c) First aid kit;

The Owner will provide you with an information sheet which covers the key facilities and housekeeping information you will need during your time on the premises.

## **BREAKAGE**

The Hirer shall remain primarily responsible for itself and any guests or other third party for using the Hired Space

The Hirer shall be responsible for all breakages, losses or damages caused to the Hired Space or Equipment by the Hirer or its guests, during the booking.

- No alterations, decorations or additions to the Hired Space are permitted without the written consent of the Owner.
- The Hirer must notify the Owner at the time of supply if the condition of the equipment is not acceptable.

The Owner shall not be liable to the Hirer for any indirect or consequential losses (including indirect loss of profit) arising out of or in connection with any of the following:

- any damage to or loss of property by the Hirer or the Hirers guests or any third party.
- any breakdown, stoppage or failure of the facilities and equipment provided at the Event or any other equipment supplied to the Hirer by the Owner.

## **RULES OF CONDUCT**

The Hirer shall ensure that the Hirer and its guests do not cause any nuisance to the Owner, the surrounding residents or any third parties at the premises, nor will the Hirer permit any unlawful activities on the premises.

The Hirer shall ensure that no breach of any bye-laws, statutory requirements, health and safety or fire regulations is committed by the Hirer or any of its guests.

The Hirer shall ensure that all rules of conduct with respect to the Hired Space, and which are supplied to the Hirer by the Owner, are strictly adhered to.

## **OWNER'S OBLIGATIONS**

The Owner will, at all times during the booking have in place appropriate insurance with a reputable insurer in relation to the premises and the normal commercial risks and liabilities arising from your obligations under this Agreement.

The Owner will ensure that all equipment provided shall comply with all relevant statutory regulations and industry standard health and safety requirements.

The Owner will have a member of staff available onsite between the hours of operation of 175 St John's Street, London, EC1V 4LW and are available to deal with any issues arising at the Hired Space including, but not limited to, any technical issues. The Owner shall use its best endeavors to respond to any issues, including but not limited to faults with the equipment it provides, as soon as possible.

## **INDEMNITY**

The Hirer shall be liable for and shall indemnify the Owner against any direct loss incurred by the Owner as a result of any damage directly caused to the Hired Space by the Hirer or by any of its guests or other third party for which it is solely responsible.