



(1) The Depot Space Limited

and

(2) NAME

SHORT TERM HIRE AGREEMENT

The Depot Space Limited
38 Upper Clapton Road
London
E5 8BQ



An Agreement dated the Monday 22nd August 2017

1. Particulars

In this Agreement the following expressions shall have the following meanings:

- a. **"The Depot"** The Depot Space Limited, incorporated and registered in England and Wales with company number 08223312 whose registered office is at 38 Upper Clapton Road London E5 8BQ
- b. **"The Hirer"** Leanne Finn - Davis, 24 Beck Rd, London E8 4RE
- c. **"The Building"** The Building known as The Depot, 38 Upper Clapton Road, E5 8BQ
- d. **"Term"** The period time for which the Hirer has access to the building from - until
- e. **"Booking fee"** £XXX - the amount due to The Depot Space Limited for the hire of space (fee includes rates, amenities, service charges, unless otherwise specified).

2. BOOKING DETAILS

- 2.1. The Hirer will have access to The Building on XXX
- 2.2. The following areas will be available for use by the Hirer: Gallery, Outside Bar Area. All other rooms will be either locked or classed as out of bounds unless a request is made.
- 2.3. No extra equipment is included within this agreement for the hire of The Building.



3. BOOKING CONFIRMATION

- 3.1. The Hirer's booking is only confirmed once you have returned the signed short term hire agreement with your deposit(s) (if applicable) within 3 working days of receipt, or by the date stated on the attached letter. Failure to do so may result in the space being released.
- 3.2. A completed agreement must be submitted for all bookings. Completion of this booking contract is binding confirmation of your commitment to take the space booked and of your acceptance of these booking terms and conditions including the cancellation policy. Failure to submit a completed agreement may result in your booking being cancelled, or access to The Building being restricted.
- 3.3. Provisional bookings will only be held for a period of two weeks. If not confirmed at the end of this period, the date may be released.

4. USAGE, DAMAGE & INDEMNITY

- 4.1. The Hirer is responsible for the space allocated to them during their event. Any damage to allocated rooms or their contents (or any other part of The Depot venue and surrounds) incurred as a result of your or your guests (or representatives of either) acts omissions or negligence will result in a charge based on the reasonable costs of repair. Payment for repairs may also come out of your deposit.
- 4.2. The Hirer will be responsible for the proper conduct of persons using The Building.
- 4.3. The Hirer is expected to leave the venue in the same state as you found it. Please take all rubbish and refuse with you unless a specific agreement has been made between you and The Depot.
- 4.4. Any refuse, waste, equipment or items left in The Building after the hire period will be removed and incur a £175.00 disposal fee unless a specific agreement has been made between you and The Depot.
- 4.5. Whilst reasonable efforts are made to ensure The Depot's premises are safe and secure, The Depot Space Limited does not accept any liability for any theft, loss or damage to hirers' and visitors' property.
- 4.6. The Hirer shall indemnify The Depot against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon The Depot property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.



5. PAYMENT TERMS

- 5.1. For all events under £500 - 100% of the booking fee will be payable within 3 working days to secure confirmation of the booking.
- 5.2. For all events over £500 - 50% of the booking fee will be payable to confirm the booking with the remaining 50% payable within 14 days prior to the event taking place.
- 5.3. Major variations to the booking such as date change will attract a £10 administration fee.
- 5.4. Discounted prices may be available to registered charities, "not for profit" organisations and for multiple bookings.
- 5.5. Where payment has not been made by the time of the event your booking will be cancelled but the full booking cost will remain due.
- 5.6. In the event of late payment The Depot Space Limited may claim statutory compensation and charge interest on a daily basis from the date payment was due in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. For the avoidance of doubt, The Depot Space Limited also reserves the right to cancel any future bookings made by you (irrespective of whether you have paid any applicable deposit(s)) if any payment is overdue.

6. CANCELLATION POLICY

- 6.1. Cancellation charges prior to the event booking will be applied as detailed below:
- 6.2. Up to 28 days: No charge
- 6.3. 28 to 14 days: 50% of the total cost will be charged
- 6.4. 14 days or less: 100% of the total cost will be charged
- 6.5. Notice of cancellation must be made in writing and will become effective on the date received by The Depot.
- 6.6. The Depot Space Limited reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of The Depot. The Depot will refund any monies paid in advance. The Depot does not accept any liability for losses incurred due to the cancellation of an event.



7. SIGNATURES

- 7.1. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire term.

Signed by: _____

for and on behalf of Name here

Signature: _____

Address: _____

Signed by Tilley Harris for and on behalf of The Depot Space Limited

Signature: _____

Address: _____

