



Event space Hire Terms and Conditions

Corporate bookings | Theatre Style | Workshop Space | Meeting Rooms

Event space | Bespoke Catering Packages

We want you to enjoy our space and find it productive, collaborative and fun. We are committed to providing a safe space for all our Future Leap residents and customers. We welcome all feedback and would love to know your thoughts on how we can improve the space and our offering.

We will ask for information about the activities planned during your use of the space and to provide details of any equipment, furniture or props you are bringing to the event. We may ask you to provide an event plan and risk assessment.

Covid policy

The hirer agrees to the following:

- I will adopt the NHS track and trace method by providing a record of each person in my group by providing their name and contact details on each day of my room hire
- I will ensure that all attendees to my group wear masks/facial coverings on arrival and whilst in the public areas of the building. I understand it is at my discretion as to whether people wear masks in the room that I am hiring
- I will ensure I have an appropriate covid-19 risk assessment or plan of how my group will maintain social distancing rules in time for when my booking/s start
- I will ensure myself and everyone in my group sanitises hands and maintains appropriate hygiene as much as necessary. (We will be providing hand sanitising stations at the entrance to and inside of each room and at the entrances of the building itself. We recommend that users sanitise hands before entering and leaving a room)

Signed by:

On behalf of:

And dated:

OR please agree to covid policy by email.

General hirer policy

The lead contact is responsible for the event conduct and the conduct of guests.

We will not tolerate any activity which we perceive to be offensive or abusive in any way.

No illegal activity should take place within the premises or be anyway associated with Future Leap or the Future Economy Network or the Festival of Sustainable Business. Illegal and disruptive behaviour, such as drug dealing, drug use, excessive noise or nuisance will not be tolerated.

Please ensure the space is left tidy after use, suitable recycling bins are available.

Personal items are your responsibility and should not be left unattended. We will not be held responsible for any theft or damage to your personal property.

We reserve the right to invoice you for any repairs caused by damage to the facilities and equipment during your function by either yourself, your guests, employees, independent agents or contractors or any person under your control.

Toilets are available to all guests and are cleaned daily and are checked regularly. Drinking water and washing facilities are available.

Timings and costs

Our standard opening times are 9am to 5pm Monday to Friday and 10am to 5pm Saturdays and can be booked at short notice, subject to availability.

The event space and meeting rooms can be booked from 8am finishing up to 9pm with sufficient notice.

Bookings after 5pm need 24 hours notice and should either be 3 hours minimum or for short sessions begin no later than 5:30pm.

Please consider your set up and pack down timings when making your booking.

The main event space is charged at £25+VAT per hour. Our private meeting rooms are charged at £15+VAT per hour.

A 20% discount is applied to bookings of 8 hours or more. A further 20% discount is available to members of the Future Economy Network.

Sundays: bookings may be made on Sunday with advance notice but must be for a minimum of 3 hours. The hourly rate on a Sunday is £30+VAT per hour for the event room and meeting spaces.

Capacity

With social distancing measures in place our **event space** capacity is:

20 theatre style with 1m social distancing including any presenters.

15 can be seated at tables theatre style with 1.5m social distancing.

The event space is suitable for smaller meetings or larger groups and workshops. We can arrange the layout and furniture to suit your needs. We can provide seating and tables in a board room layout, cabaret style or theatre style or the space can be empty as needed.

We have private meeting rooms available that can seat up to 6 people maximum.

Parking and travel

We encourage all of our guests and residents to prioritise travel by sustainable transport methods such as walking, cycling or using public transport.

We have private and secure bike storage available at the rear of the building, contact a team member for access.

On street parking can be found nearby in residential areas.

We have up to 2 private parking spaces at the rear of the building that can be reserved, subject to availability, including an electric vehicle charging point.

Catering

We offer top quality, ethical catering for internal and external events! From tasty breakfast and lunch service and platters to delicious and elegant canapés made in house with fresh, carefully sourced ingredients.

Our menu changes and varies with seasons, please speak to the team to discuss your requirements and preferences. Tea and freshly ground filter coffee can be catered.

Our onsite café serves freshly ground coffee from Clifton Coffee and our daily menu includes tasty lunches, soups and sandwiches, all prepared onsite. Food and drink can be purchased on the day from the café and waiting times may vary. To avoid any delays a bespoke catering package can be tailored and timed to your event.

You may bring your own food and drink to be consumed within the meeting rooms and event space but only food purchased from the Future Leap Café should be consumed in the café seating area.

Payments

We will issue an invoice at least 2 weeks in advance of the event start date and we require payment to be arranged at least 48 hours before the reservation commences. Please contact us if you have any questions or would like to discuss specific payment arrangements.

Invoices can be submitted after the event subject to credit approval and we require credit information at least 6 weeks prior to the reservation in order to establish credit facilities.

Space hire cancellation terms

If you need to cancel your event due to unforeseen circumstances please give as much notice as possible and we will be able to provide you with a full or partial refund.

In the event of cancellation, the following charges are incurred:

Up to 2 weeks prior to the reservation: £5 minimum or 10% of total value of the booking cost

Up to 48 hours prior to the reservation: £5 minimum or 25% of total value of the booking cost

If your reservation is unable to take place due to specific COVID-19 circumstances the above charges will not be incurred. You may cancel your space reservation at short notice within 48 hours, due to specific COVID-19 circumstances, and you will be charged an administration fee of £5.

Catering booking and cancellation terms

When arranging a catering package, we provide you with a sample menu and discuss your requirements. A quotation will be provided and you must respond and confirm the booking in writing.

In the event of cancellation, the following charges are incurred:

Up to 2 weeks prior to the reservation: 10% of total value of the booking cost

Up to 1 week prior to the reservation: 25% of total value of the booking cost

Up to 48 hours prior to the reservation: 50% of the original quotation

These charges still apply to cancellations due to COVID-19.

Future Leap cancellation

Future Leap Ltd may immediately cancel the reservation without liability if the hirer fails to make payment when due or if the hirer breaches any other condition of our hire agreement.

We reserve the right to cancel your event at short notice due to reasons outside of our control and you will be refunded in full. We are not liable for any costs incurred by you, the hirer, in the event of force majeure.

Health and Safety

Please adhere to all the safety procedures implemented by the Future Leap team.

Fire and evacuation procedures are displayed on notices around the building and the full policy is available on request from the Future Leap manager.

Anyone not following these procedures may be asked to leave.

IT

Use of the wireless network is subject to the general restrictions outlined below. If abnormal, illegal, or unauthorized behavior is detected, including heavy consumption of bandwidth, we reserve the right to permanently disconnect the offending device from the wireless network.

Examples of Illegal Uses

The following are representative examples only and do not comprise a comprehensive list of illegal uses:

- Spamming and invasion of privacy
- Fraudulent activities; seeking information or data belonging to another user
- Hacking interfering with or attempt to interfere with the network or any other user's equipment
- Distributing viruses or malware
- The transfer of technology, software, or other materials in violation of applicable export laws and regulations.
- Intellectual property right violations
- Using the Service in violation of applicable law and regulation
- Distribution of pornographic materials

Examples of Unacceptable Uses

The following are representative examples only and do not comprise a comprehensive list of unacceptable uses:

- High bandwidth operations, such as large file transfers and media sharing with peer-to-peer programs (i.e. torrents)
- Obscene or indecent speech or materials
- Defamatory, hateful or abusive language

Licensed event activities

Licensed event activities include:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, such as music, dancing or indoor sporting events

- serving hot food or drink between 11pm and 5am

We require at least 4 weeks notice to facilitate an event that includes licensed activities. An outline of the planned activities and a risk assessment must be provided no later than 2 weeks prior to the event by the event organiser.

Third-Party Services

Future Leap must be notified at least one (1) week in advance of third-party service providers such as entertainers, decorators, videographers, etc., that you may be planning to use for your event in order to ensure that they are accommodated and that their services will not be disruptive to our patrons or otherwise conflict with the terms and conditions of accessing our space. Additional fees may apply.