

1901 ARTS CLUB STANDARD CONDITIONS OF HIRE

We are very pleased to share our facilities with you but would like to highlight the following standard conditions of hire.

1. The Hirer shall, during the period of hiring, be responsible for the supervision of the premises, protection of the fabric and contents, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the space at 1901 Arts Club.
2. The Hirer shall indemnify 1901 Arts Club for the cost of repair of any damage done to any part of the property during, or as a result of, the booking.
3. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
4. The maximum numbers of persons per function room are as follows:
 - a) Salon/Concert room – 50 persons
 - b) Lounge, bar and terrace combined – 60 persons
 - c) Meeting room – 10 persons
5. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lay against his/her organisation whilst using 1901 Arts Club. 1901 Arts Club reserves the right to request evidence of such insurance from any Hirer.
6. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do nor do anything to bring onto the premises anything which may endanger the premises, their users, or any insurance policies related thereto.
7. The Hirer shall not discriminate, in any of its activities, on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs, or marital status.
8. The Salon is equipped with basic ceiling spot lights, digital projector and screen. If the Hirer wishes to use the digital projector and screen this must be requested at the time of booking and the indemnity referred to in Item 2 shall apply to this equipment also.
9. The Steinway (C type) piano is tuned regularly. If the Hirer wishes the piano to be specifically retuned for their event this should be discussed at the time of making the booking and arrangements may be negotiated accordingly. Please note that the piano may not be removed from the Salon/Concert room for any purpose.
10. Please be aware that the 1901 Arts Club operates licensed premises. The Hirer and/or their guests must not bring to, or consume on, the premises alcohol other than that purchased at the Club's bar, except under exceptional circumstances to be agreed in advance.
11. 1901 Arts Club is the holder of a Performing Right Society Music Licence permitting the public performance of PRS music on the premises. The cost of the licence is borne by 1901 Arts Club.
12. It is against the law to smoke anywhere inside 1901 Arts Club. Smoking is only permitted on the roof terrace.
13. The Hirer is responsible for returning furniture and equipment to their original position, and for securing doors and windows. Outer doors of the building must be kept closed at all times and never be propped open.
14. Permission from 1901 Arts Club must be obtained prior to goods or equipment being left or stored at 1901 Arts Club except for during the period of hire in the designated space(s).
15. Any items brought onto the premises are at the owner's own risk. 1901 Arts Club cannot accept responsibility for damage to, or the loss or theft of, the Hirer and/or their guests' property and effects.

16. If printing details of events for publicity/directional purposes please refer to the building as 1901 Arts Club, 7 Exton Street, London SE1 8UE. Any public listings must be approved by 1901 Arts Club prior to issue.
17. The hire includes the attendance of a representative of 1901 Arts Club but does not include, unless otherwise granted, other staff which may be required, including bar/waiting staff, which will be invoiced separately if bar/catering facilities are utilised.
18. Invoices are raised on, or very soon after, the event date, or for multiple date bookings at the end of each month. Payment terms are strictly 14 days from invoice date. We are able to receive payment by cash, cheque or bank transfer (banking details are displayed on the invoice).
19. In the unfortunate circumstances that you have to cancel a booking, any cancellation, postponement or partial cancellation should be advised to 1901 Arts Club in the first instance verbally. Cancellations must also be sent in writing or by email.
20. If a booking is cancelled 4 weeks or less before the hire date 1901 Arts Club reserves the right to raise the following charges, plus any expenditure incurred in conjunction with the booking by 1901 Arts Club at the date of cancellation.
 - a) 4 weeks to 1 week prior to hire – 30% of hire charge
 - b) 1 week to 48 hours prior to hire – 50% of hire charge
 - c) Less than 48 hours prior to hire – 100% of hire charge.

There is a minimum cancellation fee of £100.00 for public events where 1901 Arts Club has assisted with marketing and publicity through the Club's website, "what's on" guide and internet event listing sites etc to account for time spent. This is not an additional charge. Please note that full catering and staffing charges may also apply.