



St Bride Foundation Venue Hire Terms and Conditions

Booking

- Bookings may be made provisionally, by telephone, in person or in writing in hard copy or by electronic mail. Once the details of a provisional booking has been received by the Hirer, The Foundation will hold the provisional booking for 14 days, unless the event is less than 30 days away in which case the provisional booking can be held for 2 working days only, by which time written confirmation of the booking must be received from the Hirer.
- Where a provisional booking is held, and another client wishes to place a confirmed booking, the Hirer of the provisional booking will be required to confirm in writing within 24 hours, otherwise the booking will become forfeit ('in writing' means via email or letter).
- All applications for use of Accommodation must be confirmed in writing via email or letter with the invoicing address and charity number (if applicable) clearly stated. The purpose for which the Accommodation is required, technical and catering requirements, and times of booking must be stated. Use of Accommodation will not be permitted for any other reason or for any other times than that stated at the time of booking. Booking times must include set up and clearing of the Accommodation. All bookings will be made at the discretion of the Foundation.
- The Foundation is open to the public between 09.00 and 22.00hrs Monday to Thursday and 09.00 and 18.00 on Fridays. If you wish to use the Foundation outside of these hours, this must be stated on your booking application and extra charges will be incurred.
- Catering must be confirmed two weeks before the event occurs, otherwise fees may be incurred.* See cancellation terms below.
- No letting is confirmed until a Confirmation of Booking letter is issued by St Bride Foundation. It is the responsibility of the Hirer to check that our confirmation letter matches your booking requirements.
- A booking with the Foundation licences the Hirer, subject to these Terms and Conditions, to use the Accommodation for the hire period for the sole purpose of holding the event. The Hirer shall not assign or sub-license any booking without the written consent of the Foundation.
- The Accommodation will come furnished with furniture and AV equipment as confirmed in function sheet priori of the event
- Room capacities are set within Health and Safety legislation and cannot be exceeded.

Hire charges

- The charge for any hiring will be in accordance with the scale fixed by the Trustees which shall be available to the Hirer on application.

- To receive a Charity Room Hire Rate, the booking must be made and paid for by a registered UK Charity. Registered Charity Number must be provided if requested by the Foundation.
- The Foundation reserves the right to request a deposit as surety against damages which will be payable at the time of booking. The period of use will be shown in the Confirmation of Booking letter. The Accommodation must be vacated promptly at the end of this period and left tidy with any rubbish disposed of. The Foundation will provide rubbish sacks. It will be the responsibility of the Hirer to ensure the Accommodation remains clean and tidy for the duration of the booking.
- Should we not be satisfied with the condition the Accommodation is left in, an extra cleaning or repair charges will be made at our discretion.
- Room hire charges are reviewed annually on 1st July. The charge quoted for an event to be held on or subsequent to 1st July may, therefore, be subject to alteration.
- 100% room hire charge is due 14 days prior to the event, or at time of booking should this fall within 14 days of the booking date.
- Final payments for all residual hire and any associated charges must be made within 14 days after the event.
- Please note all charges quoted are payable in sterling and are exclusive of Value Added Tax, which is payable by the Hirer.
- The Hirer is responsible to pay all bank charges incurred when making an overseas transaction.
- Where invoices remain unpaid for a period exceeding any period mentioned in the invoice or 30 days from date of invoice (whichever is shorter), this will be termed 'overdue'.
- The Foundation reserves the right to charge the Hirer interest on any overdue amounts in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. Interest is calculated at 3% above Royal Bank of Scotland's base rate at the time debt is due.
- The Foundation reserves the right to refuse future bookings until invoice(s) are settled. The Foundation also reserves the right to request full payment in advance on bookings.

Conditions of hire

- The Hirer is responsible for the orderly and safe conduct of the event and for ensuring their employees, contractors, agents, guests and other participants do not interfere with any other person's use and enjoyment of the Foundation's premises.
- In no circumstances must the number of people attending any event exceed the maximum capacity of the Accommodation hired as stipulated by the Foundation.

- In the event of a fire alarm, the Hirer shall be responsible for the immediate and safe evacuation of all persons connected with the event.
- The Hirer must make its own provision for first aid for the event. The Foundation accepts no responsibility in this respect.
- The Hirer is to comply with any applicable Health & Safety requirements, including (without limitation) the Foundation's Health & Safety Policy statement and code of practice. The Hirer is required to inform all persons of the location of fire exits and the assembly point before the commencement of the event. Details of the Foundation's fire procedures will be provided on confirmation of booking.
- The Hirer must not enter any area of the premises except the Accommodation or other areas expressly designated for the Hirer's use, without the express prior permission of the Foundation's authorised representative.
- The Hirer is to observe any relevant and applicable Acts of parliament, by-laws or regulations and to ensure that the Accommodation is not used for any illegal purpose. The Hirer shall ensure that no hazardous substance, article or equipment is brought into the venue in connection with the Event.
- The Hirer undertakes and agrees not to do or suffer to be done any act or thing which may, (or omit to do any act or thing which may by its omission), affect or damage the reputation, image or standing of The Foundation. The Foundation reserves the right, in its sole discretion, to require a person to leave the venue and to refuse to permit anything to be brought into, or require anything to be removed from, the venue.
- The Hirer shall be responsible for complying with all Performing rights and shall be responsible for the payment of any taxes or royalties chargeable or payable in respect of any musical works performed at the event whether by live musicians or otherwise.
- Authorised representatives of the Foundation shall be entitled to enter at the Accommodation at any time and require the event to end if, in their opinion, the continuance of the event could lead to violence or damage to the Foundation's premises, reputation or staff, or in any way contravenes either this agreement, or Health and Safety Regulations.
- The Foundation will not take any delivery on behalf of the Hirer unless by prior arrangement which must be submitted in writing. The Foundation does not accept liability for the loss or damage to deliveries even where prior consent has been obtained. The Hirer is responsible for moving their own equipment within the Foundation. Any equipment that requires storage prior to or after the event will incur an additional charge for storage. If the Foundation agrees to store property, items will only be retained for 48 hours after which they will be disposed of.
- When a booking covers consecutive days, it will be the responsibility of the Hirer to ensure their own belongings and equipment are not left overnight in the Accommodation unless by prior arrangement
- The Foundation does not accept liability for personal injury to, or the loss or damage to clothing, equipment or other property belonging to persons using the premises.

- Television, radio or other forms of recordings, broadcasts or interviews may only take place in the building with the express permission of the Foundation.
- The premises are licensed for the sale of alcohol. When making a booking the Hirer must clearly inform the booking staff of any requirements for a cash bar. A retainer may be charged.
- Smoking is not permitted anywhere on the Foundation's premises at any time.
- Candles or naked flames are not permitted in the Foundation's premises at any time.
- Within the confines of the building, the Foundation will take all reasonable steps to accommodate disabled users. The Hirer should advise the Foundation in advance if aware that disabled users are attending the event.
- The Foundation is a Grade II listed building and the rooms are not sound proof. We therefore request minimal use of mobile telephones anywhere in the corridors, toilets, foyer, library, and any of the common parts of the premises, in order to not interfere with the use and enjoyment of others.
- Due to health and safety regulations the Foundation does not admit any animals, with the exception of guide dogs.
- The Foundation will only allow the Hirer to use their own electrical equipment where it has been PAT tested (Portable Appliance Testing) by the user and where permission has been obtained in advance. The Hirer shall ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installations of the venue. It will be the responsibility of the Hirer to obtain adequate insurance to cover the use of any electrical appliances brought in to the building which must be shown to the Foundation upon request.
- The Foundation may at its sole discretion allow the Hirer or any servant, agent or contractor of the Hirer to access the venue and the Accommodation before commencement of the Hire period for the set-up of AV, exhibition materials, furniture or other equipment. In such circumstances the Hire period shall be deemed to have commenced at the time of admission to the venue and these Terms and Conditions of hire are effective from the time of admission.
- The Foundation terms the use of 'Dry Hire' agreement when the Hirer provides their own catering or the Hirer uses their own caterers for all food and/or beverage consumption. You will be charged for use of the kitchen and additional areas required for catering. Appropriate food hygiene certificate must be available on request for anyone handling the food and drinks. Please note, all crockery, cutlery, glassware, linen and any other catering equipment are not provided by the Foundation unless otherwise contracted. Any alcohol brought into the Foundation will incur a corkage charge – prices on request.
- The Hirer shall repay to the Foundation on demand the cost of reinstating and replacing any part of the premises and any furniture, equipment, pianos or other property belonging to the Foundation, Print Workshop and Library which is damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring or occupation. The amount of the cost shall be certified by the Foundation whose certification shall be final.

- The Hirer agrees to accept full responsibility for and to indemnify the Foundation, its officers and servants against all or any claims in respect of all or any accidents, loss or damage (including personal injuries) howsoever caused in connection with any business or meeting conducted or carried out by the Hirer on his, her or its behalf. However, nothing in this clause shall exclude the Foundation's liability for its own negligence or that of its staff.
- If charging attendance to your event or if it is accessible to the public, then the Hirer shall produce to the Foundation, upon request, written evidence of a current public liability insurance with a limit indemnity of not less than £2,000,000.
- Once a booking has been confirmed, details will be held on a customer database and will not be released to any third party. If a client does not wish details to be retained on file, the Commercial Manager should be informed.
- Hirers are advised that St Bride Foundation is fitted with CCTV and patrons may be filmed in common parts of the venue, including some external areas upon entry to or exit from the venue. CCTV is monitored and recorded for the Hirer's safety and security of others. All images captured in this way are subject to strict data protection regulations.

Cancellation *

- Cancellation of confirmed bookings must be made in writing. Any deposit paid by the Hirer will not be refunded. For cancellations received between 14-30 days before the event, 50% of the hire, catering, external AV equipment, furniture and staffing fee will be charged. If cancellation is received less than 14 days before the event, 100% of the hire, catering, external AV equipment, furniture and staffing fee will be charged.
- The Foundation reserves the right to cancel with immediate notice the holding of any event, or relocate the event to another part of the Foundation, for any reason at any time. In the event of such cancellation or relocation, the Foundation shall not be held liable to the Hirer for any damages or loss sustained as a result or arising out of the cancellation or relocation of the event, but in the event of cancellation other than for reasons beyond the Foundation's reasonable control, the Foundation shall repay to the Hirer all sums paid by the Hirer on account of the hire charge.