

Hiring Space at China Exchange

We would like your experience of using China Exchange to be a positive and smooth one. For that reason, decisions about whether and how to accommodate particular events and specific requests remain at our discretion.

Please read our venue policy carefully and contact us if you have any questions. Entering into a hire agreement with China Exchange will be taken as acceptance of the rules laid out in this policy.

Types of events: China Exchange welcomes a wide range of events to be hosted in our spaces. However, because of the nature of our work, we may on occasion turn down requests for venue hire because we feel that there may be a conflict with the work we produce. Our premises cannot be hired for activities that would be detrimental to our charitable status or reputation. All venue hire bookings are made strictly for the purposes agreed and will only be accepted on that basis. It is the hirer's responsibility to disclose the nature of the event at the time of booking.

Hire period: The hire period starts when you require access to the building to set up and ends when all of your guests have left the building, and your event equipment and materials have been removed. Please make sure you schedule enough time to set up before, and clear up after, your event. If an event overruns the agreed schedule, the Hirer will pay China Exchange twice the hourly rate quoted on the rate card for unscheduled overtime. The China Exchange usual building opening hours are Monday to Friday 0900-1800. For hire periods that start or end outside of these hours and for weekend arrangements, the hirer will be asked to cover the additional staff costs depending on the nature of the event. A half-day minimum applies to weekend bookings.

Staff: A member of China Exchange staff will be on duty for your event. If your event starts or ends outside of a regular working day, or requires the building to be open to the public, the additional staff costs will be passed on to you. At the time of booking, the hirer will provide a named organiser to be the point of contact during the hire period. The named organiser will remain at China Exchange during the event to liaise with our staff and ensure that contractors and guests are managed effectively.

Facilities: The venue is rented out by floor, with access to the reception area for all Hirers, unless otherwise stated in the Contract Details. No physical modifications to the rooms should be made without the explicit consent of China Exchange staff. China Exchange has full disabled access. We do not currently have baby-changing facilities.

Food: Any food or drink to be brought in for an event must meet the approval of China Exchange staff in order to maintain the integrity of the

space. The Hirer understands that China Exchange does not have kitchen facilities.

Serving alcohol: China Exchange is licensed to sell and serve alcohol.

Cleaning: a cleaning surcharge of £45 will be added to your bill to cover cleaning and the Council's waste disposal charges.

Services: China Exchange is happy to arrange contractors for AV, catering, and other services subject to a 10% administration fee. You are also welcome to hire your own contractors.

Noise levels: As the Hirer, you will be responsible for ensuring that noise levels at your event comply with the terms of our licence. Please discuss this with us if you need further information.

Restrictions: Smoking, smoke machines, open flames and animals are not permitted inside the venue. Food is not permitted on the third floor, the Prudential Hall. Red wine and coloured drinks are not permitted anywhere in the building. If you are unsure, please ask us.

Use of the China Exchange name: The China Exchange name may only be used to indicate the location of the event and the Hirer agrees that it will not under any circumstances use the China Exchange name, logo or reputation to promote its own activities without express permission and approval from China Exchange. Hire of our premises does not indicate in any way our endorsement of, or support for, the Hirer's business or content of the event.

Confirming the booking: A deposit of 50% of the rental charge will be required to secure the booking. The balance must be received by China Exchange 15 working days before the event unless otherwise agreed. Hirers must inform China Exchange of any financial forms or supplier registration that is required at the time of booking.

Cancellations: If the booking is cancelled less than 6 weeks before the event then the full amount of your deposit is non-returnable. Your deposit will be returned in full if cancellation is made in writing 6 weeks or more prior to the planned event date, minus any actual costs incurred by China Exchange in relation to the event. If China Exchange has to cancel the venue hire booking through no fault or breach of the contract by the Hirer, China Exchange will refund all money for that event (minus any non-refundable fees required by outside contractors arranged at the request of the Hirer).

Insurance: Hirers must indemnify China Exchange against loss or damage caused by the actions of the hirers, their guests, contractors or representatives. The Hirer will obtain and keep current insurance against such liability during the term of their use and ensure that all contractors under their direction are similarly insured.

Bringing in equipment: Hirers may bring their own equipment into the venue. Such equipment must demonstrably conform to current safety standards and comply with current safety legislation. China Exchange reserves the right to prevent the use on the premises of any equipment it believes to be unfit for purpose.

Using China Exchange equipment: Hirers agree to take all due care of China Exchange facilities and equipment. In the unfortunate event of loss or damage, the hirer agrees to repair or replace the item.

Parking & Access: Parking is not available at China Exchange. Vehicle access is limited to the following times: 7am-12pm on Gerrard Street.

Health & Safety: The Hirer will familiarise themselves with the fire and emergency policies of the building and ensure the room capacity is not exceeded. In respect of licensing, health and safety, and the treatment of China Exchange property, instructions by China Exchange staff should be followed. If the Hirer does not follow instructions in a timely manner, this may result in the Hirer, their employees and guests being asked to vacate the premises immediately and without refund.

People with disabilities: It is the hirer's responsibility to acknowledge the number and condition of any participants with disabilities and/or restricted mobility in writing before the event starts. China Exchange will work closely with you to make prior arrangements for their health and safety.

I have read and agree to these terms and conditions.

Signature: _____

Name (block capitals please): _____

For and on behalf of (company name): _____

Date: _____