

# LANDOR — SPACE

## Terms & Conditions

“LS” means Landor Space.

Landor Space's premises license with Lambeth Council means our venue has to ensure the following procedures below are adhered to by clients renting our space, we would advise you read the information below carefully.

### 1) Security:

- Depending on the nature of the event and to ensure the safety of all your guests and staffs additional security/door supervision will have to be hired.
- Please note that LS requires that the client hiring the space discloses the number of guests under 18.

### 2) Capacity (incl. guests and staff/cast):

- 100 people standing
- 80 people seating (depending on the type of events)

### 3) Booking procedure:

No booking will be deemed confirmed until LS has received:

- A completed and signed Venue Hire Agreement from the Client
- A signed copy of the Venue Hire Terms & Conditions acknowledging that the Client has accepted them.
- 20% Deposit or full fee (if fees under £400) within 10 days of pencilling your date. We cannot guarantee the date without the deposit payment.
- A Stage Payment of 30% to be paid 60 days before your event (if fees over £400)
- The remaining 50% to be paid on the day of the event (if fees over £400)
- A refundable security deposit of up to a £1,000 (At LS's discretion, depending on the length and the nature of the event) is due 2 weeks prior to the event and to be held until the inventory and inspection of the venue has been completed.
- If a booking is made less than 2 calendar months prior to the Event date then 50% fees will be due immediately upon booking. The balance to be paid on the day.

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The hire period includes set up and clear out of the space. All equipments and any form of set up needs to be removed by the end of the hire period. Any additional time spent in the space over 15mins past the hour will be charged the whole hourly rate.

#### 4) Furniture / material hire / Equipment:

- We have some furnitures, lighting, sound and audio equipment on site. The Client agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. The Client also has a responsibility to take care of the venue and ensure no damage is done (i.e: paint work...). Where equipment is damaged or the venue itself (painting etc...) , the security deposit can be partly or fully retained by Landor\_\_Space and additional charges may occur for the Client.
- If any alteration to the sound and lighting set up is done, the client must ensure that everything is returned to its original set up by the end of the hire period or part of the deposit may be retained.
- Should you need any additional equipment hire or a specific decoration request we are happy to source it for you when possible. To be requested at the time of booking.
- All extra hire and installation fees will be added to the overall cost. (30 days before).
- The Client must ensure that any wooden structures brought onto the premises are Class 1 and that all drapes and soft settings and props are fireproofed. LS reserves the right to refuse the use of any equipment or props.
- No props/equipment/decor is to be nailed, stapled, glue, taped on any surface of the venue unless prior approval. If not respected, the security deposit could be retained.

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## 5) Cancellation:

Cancellation by Landor\_\_Space:

LS reserves the right to cancel the Event or to relocate the Event to another space on the Premises for any reason and at any time although we will always aim to give as much notice as possible to the Hirer. In case of a complete cancellation, the full deposit will be refunded to the Hirer.

Cancellation by the Hirer:

DAYS PRIOR TO EVENT	PERCENTAGE OF THE HIRE CHARGE TO BE REFUNDED
More than 30 Days	Full refund
More than 20 Days	75% of the Hire Charge refunded
10-20 Days	50% of the Hire Charge refunded
10 Days or less	No refund

I have read and agreed to the Terms & Conditions.

Signature:

Print Name:

For and on behalf of (Company Name):

Date:

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF LANDOR SPACE