

OCTOBER GALLERY POLICY & CONDITIONS OF RENTAL

Quote is based on information discussed at the time enquiry was taken and is subject to change.

The space will be provisionally held for two weeks after the date of the enquiry is made or another enquiry for the same date is received.

Please advise us of your decision to confirm or cancel the booking as soon as possible.

By confirming your booking, you are accepting the terms and conditions laid-out below.

Terms and Conditions of Gallery, Courtyard & Kitchen Hire

- Access to space is from 17.30hrs for clients and catering staff, guest arrival time is from 18.30hrs
- You are responsible for communicating the agreed access and event times to facilitators/staff and guests. Should agreed times be preceded, access to the room(s) and/or building may not be permissible and additional fees will apply. Should agreed times be exceeded, additional fees will apply.
- Any revisions to the proposed events/ equipment/ catering requested must be submitted with a minimum of 48 hours notice for billing purposes. Following this time, it may not be possible to accommodate the request, additional fees will apply.
- Drinks service & entertainment is to finish at least 30 minutes before the end of the hire period.
- All guests must have left the premises by the end time of the hire period.
- Amplified music must be kept at an appropriate volume level and is not permitted under any circumstance beyond 22.30hrs. Live drumming is not permitted to continue for longer than 20 minutes.
- Dancing is not permitted in the gallery.
- In the event that you will be serving food and /or alcohol, you must hire use of the Gallery Kitchen and work with professional caterers & service staff.
- It is your responsibility to introduce your appointed caterer to the October Gallery Event Manager and to ensure that they are informed of the conditions of hire.
- If you do not wish to use our recommended caterers a £250.00 deposit will be added to your space hire invoice. This will be returned to you the proviso that that the Gallery Kitchen is left in good condition and the terms and conditions of kitchen hire are adhered to.
- All preparation, serving and service equipment must be provided by the caterer.
- Caterers are responsible for leaving the kitchen space as they found it; this includes thorough cleaning and floor mopping.
- For 100 guests, the appointed caterer must provide at least 4 members of service staff who are to remain onsite for the duration of the booking.

- We are able to accept deliveries of party supplies (equipment, materials) from 14.30hrs on the date of your event. These items will be stored in the October Gallery Courtyard. Please note that we are not able to take responsibility for delivery/ deliveries.
- All equipment, supplies and rubbish must be removed from site immediately after your event takes place. We are not able to store any materials.
- October Gallery reserves the right to end any bookings/ events that fail to comply with the above terms and conditions.
- October Gallery reserves the right to refuse entry/ evict guests who are identified as acting unsafely or unlawfully.

Access: Gallery Policy is 1 hour prior to booking time:

17.30	Access to space
18.30	Guests Arrive
21.50	Advice for Bar Close
22.00	Music Off
22.00	Bar closes
22.20	Advice for Exiting Gallery
22.30	Guests Vacated
23.30	Caterers to vacate with all supplies and rubbish from evening

If these times are preceded or exceeded, a £250.00 charge will be added to your final invoice

If the room is not left in a suitable condition a fee of £250.00 will be incurred and added to your final invoice.

Payment/ Cancellation conditions:

100% deposit is required as confirmation of a booking as this is a new client or the booking date is less than 1 month in the future.

If you are an existing client 50% deposit is required as confirmation of your booking and as acknowledgement and agreement of conditions of rental. The space hire balance must be paid at least 14 days ahead of the event.

Once confirmation on quote has been received, the following will apply;

Cancellation fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking
0 – 2 weeks	100% of total invoiced rental booking

Amendment/ transfer fee for bookings

4+ weeks	No charge
2 – 4 weeks	50% of total invoiced rental booking + new space hire fee
0 – 2 weeks	100% of total invoiced rental booking + new space hire fee