

Issue Date: 28.02.24

# Terms and Conditions

Version 1b



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## 1. Booking and Reservations:

- All bookings are subject to availability.
- A non-refundable deposit is required to secure the booking.
- The remaining balance must be paid by a specified date prior to the event.

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## 2. Payments:

- Full payment is due 30 days prior to the event.
- A non-refundable deposit is required to secure the booking.
- All payments will only be acknowledged and accepted when monies are cleared at bank.

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## 3. Security Deposit:

- A security deposit of £100.00 is required and will be refunded within 2 days after the event, less any deductions for breaches of our terms and conditions.
  - The security deposit will be refunded in full after the event if no damages occur.
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#### **4. Use of The Venue:**

- The function rooms are only to be used only for the purpose specified in the booking.
  - Only the facilities and areas selected when booking the venue are available for use at your event.
  - No illegal or hazardous activities are permitted on the premises.
  - No use of indoor pyrotechnics. All special effects require prior approval and only permitted if authorised by The Venue.
  - Naked Flames are NOT permitted within the Venue including tea lights or lanterns.
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#### **5. Event Times:**

- The event must start and end at the specified times.
  - Overtime fees will be charged for events exceeding the agreed-upon hours.
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#### **6. Capacity and Attendees:**

- The maximum capacity of the Auditorium is 120 Seated (20 tables - 6 Per Table).
  - The maximum capacity of the Atrium is 42 Seated (7 Tables - 6 per Table).
  - The maximum capacity of the Stage is 8 People plus Equipment.
  - Overall maximum capacity of The Venue is 170 People.
  - The client is responsible for ensuring that the number of attendees does not exceed this limit.
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#### **7. Conduct and Responsibilities:**

- The Client is responsible for the conduct of all attendees.
  - The venue must be left in the same condition as it was found.
  - Any damages caused by the client or attendees will be deducted from the security deposit.
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#### **8. Insurance:**

- The client must provide proof of event insurance covering liabilities and damages.
- The venue is not responsible for any injury during the event.
- The venue shall not be liable for any loss or damage to the client's property.

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## **9. Equipment and Facilities:**

- Facilities available for hire include Main Auditorium, Stage area, Lighting, PA System, Kitchen, Atrium, Green Room.
  - Full Venue Hire includes all the above.
  - Only the facilities selected on your reservation form will be allowable for use at your event.
  - Additional equipment or services may be provided at an extra cost.
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## **10. Decorations and Alterations:**

- Decorations are permitted with prior approval.
  - No alterations to The Venue's room or areas are allowed without written consent.
  - To maintain the integrity of the venue and ensure a safe and enjoyable environment for all attendees we have strict guidelines regarding wall decorations.
  - No Fixtures on Walls.
    - It is strictly prohibited to attach or fix any items to the venue's walls. This includes, but is not limited to, posters, signs, banners, or any other decorative materials.
  - Free standing Display Methods are allowable.
    - If you wish to display materials, please use alternative methods such as free-standing easels, display boards, or other non-damaging options that do not require attachment to the walls.
  - Adhesive Materials Prohibited.
    - The use of adhesive materials, tapes, adhesive or any other substances that may cause damage to the walls, floors, stage area and surfaces is strictly prohibited.
  - For specific display requirements or methods, please consult with venue staff prior to the event for guidance.
  - Failure to comply with these guidelines will result in additional charges for damages and could impact future event bookings.
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## **11. Clean-Up and Maintenance:**

- The client is responsible for cleaning up after the event.
    - Excessive cleaning or damages will result in additional charges and deductions from the security deposit.
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## **12. Catering and External Vendors:**

- Clients may bring in external vendors with prior approval.
  - Clients are responsible for ensuring external vendors leave The Venue clean, tidy and free from refuse. Any additional clearing and maintenance caused by these vendors will be chargeable from the clients security deposit.
  - Compliance with health and safety standards is the responsibility and required for all external vendors.
  - By engaging with an external vendor for your event, the client accepts all terms, and hereby releases The Venue from any liability associated with the catering services and external vendors the client provides.
  - Any caterers or external vendors organised by the client are recognised only as independent contractors and is not an employee, partner, or agent of The Venue. The client is responsible for cleaning up after the event.
    - Excessive cleaning or damages will result in additional charges and deductions from the security deposit.
    - The Venue shall not be liable for any actions, errors, or omissions of the Independent contractor or its staff.
    - The Venue shall not be held liable for any loss, damage, injury, or claims arising from the external contractors provided by the client. This includes but is not limited to food safety, allergic reactions, or any other incidents related to the catering services and external vendors.
    - The Client is responsible for ensuring compliance with all relevant health and safety regulations, food safety standards, and any other applicable laws or regulations pertaining to catering services.
    - The Client is required to ensure all external contractors maintain appropriate insurance coverage, including general liability insurance, to cover any claims or liabilities arising from catering services or such like.
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## **13. Refreshments :**

- The Venue represents and warrants that they possess all necessary licenses and permits to legally sell alcoholic beverages as required by regulations.
  - Only beverages purchased directly from The Venue are allowed to be consumed within the property.
  - Age Verification and Challenge 25 operate within The Venue.
    - The Buyer agrees to provide valid identification proving they are of legal drinking age before completing the purchase of alcoholic beverages.
  - Both parties agree to comply with all laws and regulations pertaining to the sale of alcoholic beverages.
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## **14. Health and Safety:**

- It is the clients responsibility to review and ensure the events and attendees compliance with The Venues Health and Safety Policy, Safeguarding and Emergency Procedures.
  - By agreeing to these terms the client acknowledges they are aware of Evacuation routes, assembly points, and emergency contact information.

- The client will be responsible to ensure that all attendees are aware of designated areas, restricted zones, and emergency exits. The venue layout is designed to accommodate safe ingress and egress.
  - The Venues implemented security measures are to ensure the safety of all attendees. It is the responsibility of the client to be familiar with these processes.
  - Prior the event, the client will identify the location of the first aid station and inform venue staff immediately in case of any medical emergencies.
  - A brief evacuation drill may be conducted, please participate actively.
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#### **15. Personal Belongings and Equipment:**

- Do not leave personal belongings unattended. The Venue will not be held responsible or liable for lost, damaged or stolen items at the event.
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#### **16. Compliance with Laws:**

- The client must comply with all local laws and regulations.
  - The venue reserves the right to terminate the agreement if the client violates any laws.
  - Any illegal or disruptive behaviour will not be tolerated.
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#### **17. Indemnification:**

- The client agrees to indemnify and hold The Venue harmless from any claims or liabilities arising from the event.
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#### **18. Force Majeure:**

- The venue shall not be liable for any delays or failure to perform its obligations under the agreement due to circumstances beyond its control.
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#### **19. Termination of Agreement:**

- The venue reserves the right to terminate the agreement in the event of non-compliance with these terms.

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**20. Miscellaneous:**

- Any changes or amendments to this agreement must be in writing and agreed upon by both parties.
  - This agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understandings.
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**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We appreciate your cooperation in ensuring a safe and enjoyable event experience. If you have any questions or require further clarification, feel free to contact us.

Thank you for choosing The Venue for your event.