#### VENUE HIRE TERMS A

#### **BACKGROUND:**

These Terms and Conditions shall description and address of venue> as <<insert trading name if different Sole Trader, Partnership, LLP, Prinnumber <<insert registration numb address>> and] whose main trading hiring the Venue for private, non-c

#### 1. Definitions and Interpreta

1.1 In these Terms an following expression

"Booking"

"Booking Confirmation"

"Booking Request"

"Business"

"Catering Service"

"Consumer"

"Contract"

"Deposit"

"Event"

"Price"

"Special Price"



#### **PRIVATE FUNCTIONS)**

umer customers of <<insert nsert business name>> [, trading ,] a <<insert business type, e.g. c.>> [registered in England under address is <<insert registered dress>> by customers who are

e context otherwise requires, the anings:

ents for the Venue Hire including, ting the dates for the Hire Term, ncluding the Deposit) and the vable, specification of the nature additional requirements that You out in the Booking Request. A ned to be made as explained in

ce and confirmation in writing of st;

in writing to hire the Venue;

, trade, craft, or profession carried er person/organisation;

ervice operated by or nominated available to provide food and and the Event;

' as defined by the Consumer is to say an individual who hires personal use and for purposes ide the purposes of any Business;

iding agreement for the Venue Clause 3;

ble by You under Clause 5 of nditions (as part of the Price) that he Booking;

unction which You intend to host to these Terms and Conditions;

payable by You for the hire of the under Clause 5 of these Terms

r price which We may offer from

Functions).

"Hire Term"

"Regulations"

"Venue Hire"

"Venue Personnel"

"We/Us/Our"



e Venue Hire is to last;

acts (Information, harges) Regulations

by You from Us which ns and Conditions;

that are assigned to the ting up, managing, with the Event in f these Terms and

ne>>, a company <<insert company s>> and includes all nsert company name>>;

enue.

writing" and any similar ther sent by e-mail, [text

he plural and vice versa

ling name if different from Sole Trader, Partnership, n England under number ed address is <<insert ess is <<insert address>>.

)>>.] h(s) etc.>>.]

Request and Booking and will form the basis of complete and submit a ve read these Terms and part of these Terms and

to, sales and marketing tutes a contractual offer Request constitutes a king Request and these cept or decline that offer.

reen Us and You will be equest, indicated by Our

"You"

- 1.2 References in these Term expression includes electro message,] or other means.
- 1.3 References to the singular where appropriate.

## 2. Information About Us

- 2.1 <<insert business name>> business name>>,] is a <<iu LLP, Private Limited Comp <<insert registration numb registered address>> and] v
- 2.2 [Our VAT number is <<inser
- 2.3 [We are regulated by <<inse
- 2.4 [We are a member of <<inse
- 2.5 [<<Insert further information

# 3. The Contract

- 3.1 These Terms and Condit Confirmation govern the hir the Contract between Us Booking Request to Us, ple Conditions carefully. If You Conditions, please ask Us for
- 3.2 Nothing provided by Us in literature, price lists and capable of acceptance. Y contractual offer comprising Terms and Conditions. We r
- 3.3 A Contract (i.e. a legally b created upon Our accepta

©Simply-Docs - TR.HIRE.07 - Venue Hire Terms and Con

Booking Confirmation will be created befo writing. A Booking v created.

- 3.4 We shall ensure th You prior to the fo where such inforr transaction:
  - The main ch 3.4.1
  - 3.4.2 Our identity below in Cla
  - 3.4.3 The total Pri Venue Hire manner in w
  - 3.4.4 The arrange within which
  - Our complai 3.4.5
  - 3.4.6 Where app quarantees:
  - 3.4.7 The duration indeterminat conditions fd

#### 4. **Booking Requests and B**

- All Bookings will be 4.1
- 4.2 You may change yo the start date of the will use all reasona We cannot quarante not already reserve reserved by anoth Booking less than Term. You will be re to hire the Venue of be [made] AND/OR
- If Your Booking is d writing. If the chang with the change with
- 4.4 Once Your Bookind with Clause 5, the subject to these Ter
- 4.5 You may cancel y submitting it to Us. but not limited to th as is reasonably p acceptance of you cancelled, You mus Hire after this time Clause 22.



the Deposit but no legally binding provide a Booking Confirmation in een made upon the Contract being

ion is given or made available to between Us and You, save for arent from the context of the

2) and contact details (as set out

luding taxes or, if the nature of the not be calculated in advance, the

rmance and the time by which (or m our services:

sales services and commercial

applicable, or if the Contract is of be extended automatically, the bt.

## nd Conditions.

p to <<insert time period>> before ng Us. Please note that while We nmodate any changes requested, Venue on any dates that You have e Venue may already have been se date(s). If You change Your before the start date of the Hire osit. reflecting our lost opportunity equests to change Bookings must

You of any change to the Price in in the Price, We will not proceed ent and agreement in writing.

e paid the Deposit in accordance or You for the agreed Hire Term,

within <<insert time period>> of le any payments to Us (including, d the payment(s) to You as soon t within 14 calendar days of Our request that Your Booking be If You wish to cancel the Venue Term has begun, please refer to

Functions).

4.3







5.	Price a	nd P	
	5.1	The l docu	
	5.2	lf We < <ins perio perio will b Requ</ins 	
	5.3	Our I Requ	
	5.4	All P Book that ` alrea	
	5.5	Withi must Hire. Confi	
	5.6	The I befor perio	
	5.7	We a 5.7.1 5.7.2 5.7.3	
		5.7.4 5.7.5	
	5.8	[Crec charç	
	5.9	If Yo docu intere 4>>% time paym or af sum.	
	5.10	The p Us to dispu	
	5.11	In ce a refi	
6.	Use of	the <b>\</b>	
	6.1	lf Yo lightii	
©Simply-	Docs – TR	HIRE.(	

will be calculated with reference to the <<insert place at the time of Your Booking Request.

hich is different to the Price shown in our current list>>, the Special Price will be valid for <<insert ice is part of an advertised special offer, for the ment. Booking Requests made during this period ial Price even if We do not accept the Booking has expired.

y time but these changes will not affect Booking by accepted.

rate of VAT changes between the date of Your of Your payment, We will adjust the rate of VAT in VAT will not affect any Prices where We have ull from You.

> of receiving Our Booking Confirmation, You t percentage>>% of the total Price for the Venue nt of Your Deposit will be included in the Booking

be payable [no later than <<insert time period>> Hire Term] **OR** [no later than <<insert time the Hire Term].

ods of payment:

ent>>;

ent>>;

ent>>;

ent>>;

methods as required>>.

be charged <<insert point at which a card will be

to Us by the due date [as shown in/on <<insert ing Confirmation etc.>>] We may charge You at the rate of <<insert percentage between 2 and base lending rate of <<insert bank name>> from ccrue on a daily basis from the due date for of payment of the overdue sum, whether before pay any interest due when paying an overdue

5.9 will not apply if You have promptly contacted good faith. No interest will accrue while such a

our Booking is cancelled, You may be entitled to se 22 for details.

ise any additional equipment such as staging, ent, such equipment may only be used in such a

ions (B2C - Private Functions).

4

way <sup>·</sup> No fi 6.2 You conta haza shou the H 6.3 You expre <<ins prohi deaf. 6.4 Exce You 6.5 You witho soug Term 6.6 No s writte time Health and 7.1 Any have comr label testir 7.2 We s Hire remo provi 7.3 The <<ind time. <<ins 7.4 We v the H comp equip unoc unles 7.5 A ma perm the V numb Access to t 8.1 You loadi

7.

destructive fixing to the structure of the Venue. , tacks, screws or similar are permitted.

ave gas cylinders in the Venue nor any other ich are noxious, corrosive, toxic, explosive or express written permission. Such permission n <<insert time period>> before the start date of

ow live animals into the Venue without our prior such permission should be sought no later than re to the start date of the Hire Term. This uide dogs for the blind or hearing dogs for the Il times.

under the provisions of the Hypnotism Act 1952, bsis to take place during the Event.

candles or other lighted flames inside the Venue ritten permission. Such permission should be time period>> before the start date of the Hire

lace during the Event without Our prior express nission should be sought no later than <<insert date of the Hire Term.

ent that you wish to use during the Event must longer than <<insert period>> years prior to the . All such equipment must bear the appropriate by the appropriate certificates as proof of such

pect electrical equipment at any time during the h sub-Clause 7.1 and We shall have the right to al of, any equipment not in compliance with that

sert number>> electrical sockets. A maximum of ockets may be used simultaneously at any given t adapter plugs or extension blocks [(of up to ach)] is [not] permitted.

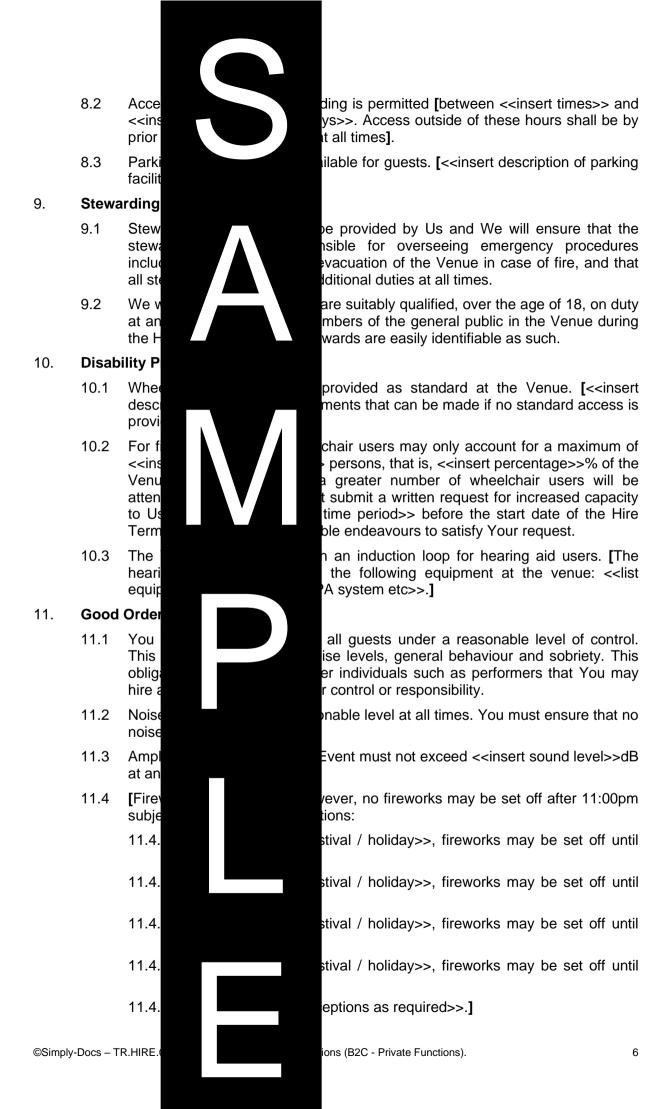
I fire exits and fire equipment prior to the start of ure that all fire exits and access thereto remain ng the Hire Term, that all signs for fire exits and ent and visible as they are when the Venue is upment is not moved from its present location ded purpose.

ber>> guests and <<insert number>> staff are y given time. We shall have the right to inspect the Hire Term and to request the removal of any of the numbers stated above.

plan of the Venue showing access points. The located at <<insert description of location>>.

ions (B2C - Private Functions).

8.



- 12. Recording a
  - 12.1 No r durin does cours
  - 12.2 [No l expre broad Textu

#### 13. **Films**

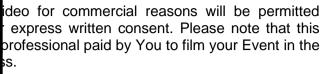
- 13.1 You acco must show
- 13.2 Whei mete perm
- 14. **Music** 
  - 14.1 <<Ins Desc musi
  - 14.2 <<Ins Desc at the

## 15. Catering

- 15.1 If You that s Term broug 15.2 If you
- all ca sepa of the
- 16. Licensing a We [do not p You require
- 17. Venue Pers
  - 17.1 Wev
  - 17.2 The provi
  - 17.3 The o
- 18. Removal fo

Unless othe Hire Term. V of Your pro Request so





may take place during the Event without Our This includes, but is not limited to, radio dcasting by any means and internet streaming. gging are not prohibited.]

he Event provided any such shows are given in s of the Cinemas Act 1985. Under that Act, You dar days' written notice to Us of your intention to

ed for showing the film a clear area of at least 1 e projector. Only authorised personnel shall be r during the opening hours of the Event.

PRS licence you have for the Venue, if any. the customer must meet in order to perform

PPL licence you have for the Venue, if any. the customer must meet in order to play music

arty catering service, You must submit details of insert period>> prior to the start date of the Hire ore, We will have the right to inspect any food audit the caterer for food safety and hygiene.

ering Service, You will be invoiced separately for , and Your order for catering services will form a s and You. The cost of catering will not form part ause 5.

censed bar and associated staff at the Venue. [If specify in Your Booking Request.]

nue Personnel for the Event.

rements shall be based upon the information ing Request.

e Personnel shall form part of the Price.

e required to vacate the Venue at the end of the event necessitates additional time to remove any ving time should be set out in Your Booking the time of Booking.

ions (B2C - Private Functions).

©Simply-Docs – TR.HIRE.

- 19. Your Legal
  - 19.1 We v consi acco Us. V howe Us as
  - 19.2 We v Hire
  - 19.3 We we have the particular states of the p
  - 19.4 When fail to with provi satist with inforr guida Citize
- 20. Our Liability
  - 20.1 We h which Term
  - etc.> 20.2 We v suffe of the empl it is
  - 20.3 We a We n be fit Book will n any l busin

conte

- 20.4 Nothi for fa acco Ours good
- 20.5 Noth for d empl



#### ith the Venue Hire

services to You with reasonable skill and care, and standards in the venue hire market, and in ion provided by Us about our services and about that Your experience with Us is trouble-free. If, with any aspect of the Venue Hire, please inform ossible.

to remedy any and all problems with the Venue ly possible and practical.

emedying problems under this Clause 19 where sed by Us (including our employees, agents and ody is at fault. If We determine that the problem n or omission on Your part, We may charge You edial action required.

a Consumer, You have certain legal rights if We s with reasonable skill and care or in accordance vide. In addition, You have legal rights if We is part of the Venue Hire and they are not of r purpose, not as described, not in compliance of in compliance with any other pre-contract ed. For full details of Your legal rights and , it is recommended that You contact your local ding Standards Office.

over for the Venue and all of Our other property permanently or only for the duration of the Hire insurance cover for customers, guests, property

iny foreseeable loss or damage that You may ch of these Terms and Conditions or other terms of Our negligence (including that of any of Our ntractors). Loss or damage is foreseeable only if nce of Our breach or negligence or if it is s when the Contract is created. We will not be mage that is not foreseeable.

for private (i.e. non-commercial) purposes only. esentation that the Venue or the Venue Hire will s or industrial purposes of any kind. By making a that You do not have such purposes in mind and such a manner. We will not be liable to You for ness, interruption to business, or for any loss of

Conditions seeks to exclude or limit Our liability bligations with reasonable care and skill or in rovided by Us about the Venue, the Venue Hire, ct of Our services, nor for any materials or other nform with Your legal rights.

Conditions seeks to exclude or limit Our liability aused by Our negligence (including that of Our ub-contractors) or for fraud or fraudulent

ions (B2C - Private Functions).

misre 20.6 Nothi rights Your 20.7 [Subi these equa purp 21. **Events Out** 21.1 We wher rease interr third earth (decl epide is be 21.2 If any affec 21.2. 21.2. 21.2. 21.2. 21.2. 22. Rescheduli 22.1 You You rease acce canc 22.1. ©Simply-Docs - TR.HIRE.

Conditions seeks to exclude or limit Your legal nore details of Your legal rights, please refer to reau or Trading Standards Office.

ions of this Clause 20, Our total liability under and the Contract shall be limited to an amount value of the Contract, the "value" being for this e.]

## ce Majeure)

results from any cause that is beyond Our ses include, but are not limited to: power failure, re, strikes, lock-outs or other industrial action by er civil unrest, fire, explosion, flood, storms, s of terrorism (threatened or actual), acts of war ened, actual or preparations for war), pandemic, ister, or any other similar or dissimilar event that trol.

this Clause 21 occurs that is likely to adversely obligations:

soon as is reasonably possible;

e suspended and any time limits that We are tended accordingly (where such extension is

en the event outside of Our reasonable control is new dates, times or availability as necessary;

Our reasonable control occurs and You wish to ou may do so in accordance with Your rights to 22. Any refunds due to You as a result of that d to You as soon as is reasonably possible, and 14 calendar days of Our acceptance of Your

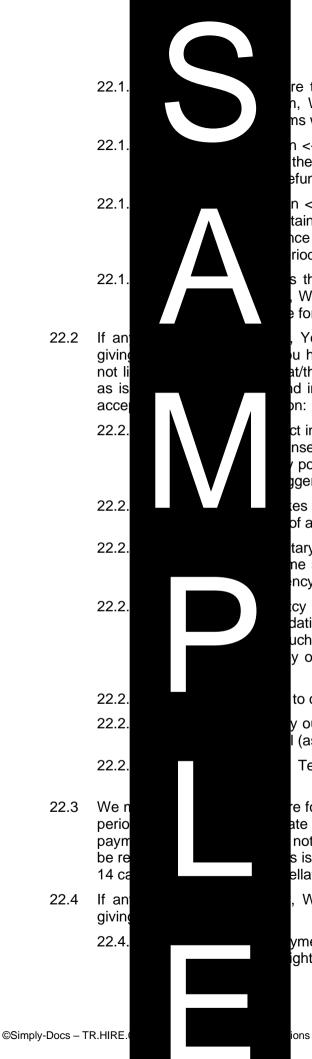
Our reasonable control continues for more than or is likely to prevent Us from making the Venue g the Venue Hire in time for the start date of the t will be cancelled in accordance with Our rights 22 and You will be informed of the cancellation. u as a result of that cancellation will be made as possible and in any event within 14 calendar in notice.

## king

el Your Booking for any reason, at any time. If unds due will be paid to You as soon as is any event within 14 calendar days of Our ellation. The following shall apply to such

n <<insert time period>> before the start date of refund all sums paid, including your Deposit;

ions (B2C - Private Functions).



re than <<insert time period>> before the start n, We will retain all sums paid, including your ns will count towards the rescheduled Booking;

n <<insert time period>> but more than <<insert the start date of the Hire Term, We will retain efund any other sums paid;

n <<insert period>> before the start date of the tain all sums paid, including Your Deposit, and nee of the Price will become due and payable riod>>;

s than <<insert time period>> prior to the start We will retain your original Deposit and a new for the rescheduled Booking.

, You may cancel the Contract immediately by u have made any payment to Us (including but at/those sum(s) will be refunded to You as soon id in any event, within 14 calendar days of Our on:

ct in any material way and have failed to remedy nsert time period>> of You asking us to do so possible to remedy such breach. If it is not, the gger the right to cancel immediately); or

tes possession [or, as We are a company, a of any of Our property or assets;

tary arrangement with Our creditors [or, as We ne subject to an administration order (within the ncy Act 1986)];

cy order made against Us [or, if We are a dation (except for the purposes of amalgamation uch a way that the resulting company effectively y or assume the obligations imposed on Us by

to cease, to carry on business;

y out Our obligations due to an event outside of I (as under sub-Clause 21.2.4); or

Terms and Conditions to Your material

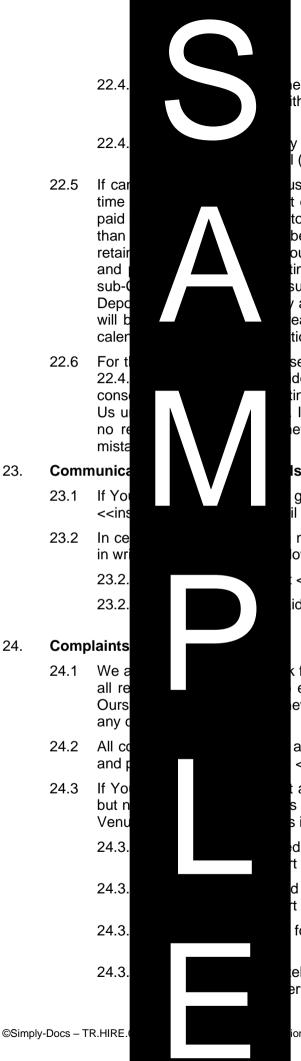
e for any reason, at any time up to <<insert time ate of the Hire Term. If You have made any not limited to the Deposit), that/those sum(s) will s is reasonably possible, and in any event, within ellation notice.

, We may cancel the Contract immediately by

yment on time as required under Clause 5 (this ght to charge interest on overdue sums under

ions (B2C - Private Functions).

10



e Contract in a material way and have failed to thin <<insert time period>> of Us asking You to

y out Our obligations due to an event outside of I (as under sub-Clause 21.2.5).

uses 22.4.1 or 22.4.2 occurs more than <<insert t date of the Hire Term. We will refund all sums to, Your Deposit. If such cancellation occurs less before the start date of the Hire Term, We will outstanding balance of the price will become due time period>>1. If We cancel at any time under ub-Clause 21.2.5) all sums paid, including Your and all refunds due under this sub-Clause 22.5 easonably possible, and in any event within 14 tion notice.

se 22 (and in particular, sub-Clauses 22.2.1 and dered 'material' if it is not minimal or trivial in its ing party (i.e. You under sub-Clause 22.2.1 and In deciding whether or not a breach is material ether it was caused by any accident, mishap,

s

general queries, You may do so by telephone at il at <<insert email address>>.

must contact Us in writing. When contacting Us owing methods:

<<insert email address>>; or

id post at <<insert company name>>, <<insert

from Our customers and, whilst We always use ensure that Your experience as a customer of evertheless want to hear from You if You have

accordance with Our complaints handling policy <<insert location(s)>>.

any aspect of Your dealings with Us, including, s and Conditions, the Contract, the Venue or the s in one of the following ways:

d to <<insert name and/or position and/or t address>>;]

d to <<insert name and/or position and/or t email address>>:1

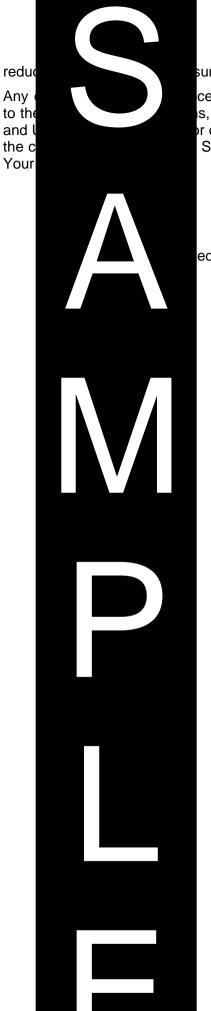
form, following the instructions included with the

elephone on <<insert telephone number>> [and ert number>> when prompted.

ions (B2C - Private Functions).

25. How We Us ation (Data Protection) We will only ormation as set out in Our <<insert document name, e.g. le from <<insert location(s)>>][copy attached in the Schedul 26. Regulations We are req s to ensure that certain information is given or made availa her before We make the Contract except where that informa from the context of the transaction. We have included the in these Terms and Conditions for You to see You in the Booking Request form that We give now, or We You or befo ing Request form to You. All of that information will, as requ be part of the terms of Our Contract with You as a Consumer 27. Information As required 27.1 all of d in Clause 26: and 27.2 Ve give to You about hiring the Venue which You any d ing to hire the Venue or when making any other take decis will be part d ct (i.e., Our contract with You) as a Consumer. 28. Other Impo We r ur contractual rights and obligations under the 28.1 Cont is may happen, for example, if We sell Our will be informed by Us in writing. Your rights will busir ations will be transferred to the third party who not b will re 28.2 You Your rights and obligations under the Contract witho consent, such consent not to be unreasonably withh 28.3 The and Us. It is not intended to benefit any other ay and no such person or party will be entitled to perso enfor ontract. 28.4 If an e Contract are found to be unlawful, invalid or other any court or other authority, that / those severed from the remainder of the terms of the provi e Contract shall be valid and enforceable. Cont No fa ou in exercising any of Our rights means that We 28.5 and no waiver by Us or You of a breach of any or Yo ans that We or You will waive any subsequent provi bread er provision. 29. Governing 29.1 the Contract, and the relationship between You Thes and al or otherwise) shall be governed by, and the law of [England & Wales] [Northern Ireland] const [Scot 29.2 As a efit from any mandatory provisions of the law in othing in Sub-Clause 29.1 above takes away or your ions (B2C - Private Functions). ©Simply-Docs - TR.HIRE.

29.3 Any to the



sumer to rely on those provisions.

ceedings or claim between You and Us relating s, the Contract, or the relationship between You or otherwise) shall be subject to the jurisdiction of Scotland, or Northern Ireland, as determined by

### [SCHEDULE

ed Privacy Notice>>]