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VENUE HIRE / (FOR FUNCTIONS)

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THIS AGREEMENT is made the

BETWEEN:

- (1) <<Name of Business>> trading name if different from business/company name>> type, e.g. Sole Trader, Partnership, LLP, Private Limited Company, or Limited Liability Partnership registered in England under number <<insert registration number>>] [,with] [and] whose main trading address is <<insert registered address>> <<insert business name>> ("the Venue Owner") and
- (2) <<Name of Customer>> of ("the Customer").

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WHEREAS:

- (1) The Venue Owner provides services to consumer clients and has reasonable skill, knowledge and experience in the field.
- (2) The Customer wishes to hire the Venue for non-commercial purposes subject to the terms and conditions of this Agreement.
- (3) The Venue Owner agrees to provide any other services as detailed in this Agreement to the Customer on the terms and conditions of this Agreement.

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IT IS AGREED as follows:

1. Definitions and Interpretation

1.1 In this Agreement, unless otherwise requires, the following expressions have the following meanings:

"Business Day" means any day (other than Saturday or Sunday) on which the Venue is open for their full range of services at <<insert location>>;

"Catering Service" means any catering service operated by or nominated by the Venue which shall be available to the Customer at the Venue and the Event;

"Confidential Information" means information which is confidential to either Party, information which is disclosed to the other Party pursuant to this Agreement (whether orally or in writing or by any other medium, and whether or not the disclosure is expressly stated to be confidential or otherwise);

"Deposit" means any payment made to the Venue in accordance with clause 5.3;

"Event" means any function which the Customer hires the Venue subject to the terms and conditions of this Agreement, as detailed in Schedule 1.

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“Hire Fees”

able by the Customer for the hire
etermined under Clause 5 of this
ully detailed in Schedule 2;

“Hire Term”

tion of the Venue hire as detailed

“Venue”

<<insert description and address

“Venue Hire”

e Venue which shall be subject to
ions of this Agreement, as
1; and

“Venue Personnel”

venue Owner’s employees that are
at for the purposes of setting up,
r otherwise assisting with the
with Clause 17.

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1.2 Unless the context of

reference in this Agreement to:

1.2.1 “writing”, and
communicat
similar mean

ion, includes a reference to any
hnic or facsimile transmission or

1.2.2 a statute or
provision as

e is a reference to that statute or
at the relevant time;

1.2.3 “this Agree
Schedules a

this Agreement and each of the
nted at the relevant time;

1.2.4 a Schedule i

ement; and

1.2.5 a Clause or
(other than t

nce to a Clause of this Agreement
graph of the relevant Schedule.

1.2.6 a "Party" or t

parties to this Agreement.

1.3 The headings used
no effect upon the i

r convenience only and shall have
ement.

1.4 Words imparting the

clude the plural and vice versa.

1.5 References to any g

other gender.

1.6 References to perso

tions.

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2. Information About The Ve

2.1 <<insert business n
business name>>],
LLP, Private Limite
<<insert registratio
registered address>

insert trading name if different from
ype, e.g. Sole Trader, Partnership,
istered in England under number
registered address is <<insert
ng address is <<insert address>>.

2.2 [The Venue Owner’

t VAT number>>.]

2.3 [The Venue Owner

name(s) of regulator(s)>>.]

2.4 [The Venue Owner

name(s) of association(s) etc.>>.]

2.5 [<<Insert further inf

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3. The Contract

- 3.1 This Agreement goes into effect on the date of signing and embodies the contract between the Venue Owner and the Customer. Before signing this Agreement, the Customer must ensure that they have read it carefully. If the Customer has any questions about any part of this Agreement, they should contact the Venue Owner for clarification should be required.
- 3.2 A legally binding contract shall be created upon the execution of this Agreement, indicated by both Parties signing the Agreement.
- 3.3 By signing this Agreement, the Customer hereby acknowledge that the Venue Owner has given of the following information (save for where such information is not apparent from the context of the transaction):
 - 3.3.1 The main characteristics of the Venue;
 - 3.3.2 The Venue details (as set out above in Clause 2) and contact information;
 - 3.3.3 The total Hire price, and if the nature of the Venue Hire is such that the Hire price is not calculated in advance, the manner in which they will be calculated;
 - 3.3.4 The arrangement for the performance and the time by which (or within which) the Venue Hire will be performed;
 - 3.3.5 The Venue Owner's cancellation policy;
 - 3.3.6 Where applicable, the Venue Owner's sales services and commercial guarantees;
 - 3.3.7 The duration of the Hire Term, and if this Agreement is of indefinite duration, the conditions for its termination.

4. The Venue Hire

- 4.1 Full details of the agreed Hire Term are provided in Schedule 1.
- 4.2 The Customer may terminate the Hire Term at any time up to <<insert time period>> before the end of the Hire Term by contacting the Venue Owner. The Venue Owner shall make reasonable endeavours to accommodate any changes requested by the Customer, but it cannot guarantee the availability of the Venue Hire for that/those date(s) if the Venue Hire has already been reserved by another customer for that/those date(s) less than <<insert time period>> before the start date of the Hire Term, the Customer shall be liable for the Venue Owner's lost opportunity to provide the Venue Hire to other customers. [Requests to change the Venue Hire must be made in writing.]
- 4.3 If the Venue Hire is terminated or the Hire Term is extended, the Venue Owner shall inform the Customer of any change to the Hire Term. If the change results in an increase in the Hire Fees, the Venue Owner shall proceed with the change without the Customer's acknowledgment.
- 4.4 One the Deposit has been paid in accordance with sub-Clause 5.3, the Venue Hire shall be reserved for the Customer for the agreed Hire Term, subject to the

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terms and conditions

4.5 The Customer may... signing this Agreement... the Venue Owner... the payment(s) shall... any event within 14... Customer's cancell... cancelled, the Cust... cancellations after t... refer to Clause 22.

within <<insert time period>> of... as already made any payments to... g, but not limited to the Deposit),... as is reasonably possible, and in... Venue Owner's acceptance of the... er requests that Venue Hire be... is in writing.] For Venue Hire... the Hire Term has begun, please

5. Price and Payment

5.1 The Hire Fees paya

Clause 2.

5.2 All Hire Fees show... changes between t... Venue Owner sha... Changes in VAT w... already received pa

include VAT. If the rate of VAT... ent and the date of payment, the... AT that the Customer must pay... es where the Venue Owner has

5.3 A Deposit of £<<ins... is due and payable

<<percentage>>% of the total Hire Fees)... te>>.

5.4 The balance of the... before the start da... after the end date... [advance] OR [arre

le [no later than <<insert period>>... t [no later than <<insert period>>... on a <<insert interval>> basis in... Term].

5.5 The Venue Owner a

Methods of payment:

5.5.1 <<insert type

5.5.2 <<insert type

5.5.3 <<insert type

5.5.4 <<insert type

5.5.5 <<add more

required>>.

5.6 [Credit and/or debit... charged>>.]

<<insert point at which a card will be

5.7 If the Customer doe... [as shown on the r... Venue Owner may... rate of <<insert per... lending rate of <<in... on a daily basis fro... of the overdue sum... be paid when pay... required before the... due date may resul... Venue. If this occu... still demand payme... provided.]

the Venue Owner by the due date... R [as set out in Schedule 2], the... terest on the overdue sum at the... 4>>% per annum above the base... time to time. Interest shall accrue... ent until the actual date of payment... judgment. Any interest due must... [If payment of the Hire Fees is... m, failure to make payment by the... using the Customer access to the... retain the Deposit in full and may... Venue Hire that has already been

5.8 The provisions of s... contacted the Venu

apply if the Customer has promptly... invoice in good faith. No interest

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will accrue while such

5.9 In certain circumstances, if the Event is cancelled, the Customer may be entitled to a refund.

cancelled, the Customer may be entitled to a refund. See Clause 22 for further details.

6. Use of the Venue

6.1 The Customer may use additional equipment such as staging, lighting or similar for the Event in such a way that does not cause any damage to the Venue. No fire safety equipment is permitted.

additional equipment such as staging, lighting or similar for the Event in such a way that does not cause any damage to the Venue. No fire safety equipment is permitted.

6.2 The Customer may use gas cylinders in the Venue nor any other containers of gas, flammable or hazardous without the express written permission. Such permission must be sought <<insert time period>> before the start date of the Hire Term.

gas cylinders in the Venue nor any other containers of gas, flammable or hazardous without the express written permission. Such permission must be sought <<insert time period>> before the start date of the Hire Term.

6.3 The Customer may not bring any animals into the Venue without the Venue Owner's express written permission. Such permission must be sought no later than <<insert time period>> before the start date of the Hire Term. This prohibition does not apply to guide dogs for the blind, which are permitted at all times.

bring any animals into the Venue without the Venue Owner's express written permission. Such permission must be sought no later than <<insert time period>> before the start date of the Hire Term. This prohibition does not apply to guide dogs for the blind, which are permitted at all times.

6.4 Except where it is permitted by the provisions of the Hypnotism Act 1952, the Customer may not perform any magic or hypnotism to take place during their Event.

Except where it is permitted by the provisions of the Hypnotism Act 1952, the Customer may not perform any magic or hypnotism to take place during their Event.

6.5 The Customer may not use candles or other lighted flames inside the Venue without the express written permission. Such permission must be sought <<insert time period>> before the start date of the Hire Term.

candles or other lighted flames inside the Venue without the express written permission. Such permission must be sought <<insert time period>> before the start date of the Hire Term.

6.6 No sale of goods may take place at the Event without the Venue Owner's express written permission. Such permission must be sought no later than <<insert time period>> before the start date of the Hire Term.

No sale of goods may take place at the Event without the Venue Owner's express written permission. Such permission must be sought no later than <<insert time period>> before the start date of the Hire Term.

7. Health and Safety

7.1 Any and all electrical equipment used by the Customer wishes to use during the Event must be fully tested and carry appropriate labels and certificates as proof of such testing.

Any and all electrical equipment used by the Customer wishes to use during the Event must be fully tested and carry appropriate labels and certificates as proof of such testing.

7.2 The Venue Owner reserves the right to inspect electrical equipment at any time during the Hire Term. The Venue Owner shall have the right to request the removal of, any equipment not in compliance with sub-Clause 7.1 and the Venue Owner's permission from the Venue.

The Venue Owner reserves the right to inspect electrical equipment at any time during the Hire Term. The Venue Owner shall have the right to request the removal of, any equipment not in compliance with sub-Clause 7.1 and the Venue Owner's permission from the Venue.

7.3 The Venue has a total of <<insert number>> electrical sockets. A maximum of <<insert number>> may be used simultaneously at any given time. The use of extension blocks or extension blocks [(of up to <<insert number>>)] is not permitted.

The Venue has a total of <<insert number>> electrical sockets. A maximum of <<insert number>> may be used simultaneously at any given time. The use of extension blocks or extension blocks [(of up to <<insert number>>)] is not permitted.

7.4 The Venue Owner requires the Customer to be aware of all fire exits and fire equipment prior to the Event. All fire exits and access thereto must remain completely clear and signs for fire exits and equipment must remain as per the Venue is when the Venue is unoccupied. Fire equipment must remain as per the Venue is when the Venue is unoccupied. Fire equipment must remain as per the Venue is when the Venue is unoccupied.

The Venue Owner requires the Customer to be aware of all fire exits and fire equipment prior to the Event. All fire exits and access thereto must remain completely clear and signs for fire exits and equipment must remain as per the Venue is when the Venue is unoccupied. Fire equipment must remain as per the Venue is when the Venue is unoccupied.

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unless being used for

7.5 A maximum of <<insert number>> staff are permitted in the Venue. The Venue Owner shall request the number of persons in excess of the numbers stated above

and <<insert number>> staff are permitted in the Venue. The Venue Owner shall have the right to inspect the Hire Term and the Venue Owner shall request the number of persons in excess of the numbers stated above

8. Access to the Venue

8.1 The Customer shall provide a plan of the Venue showing access points. The loading/unloading location>>.

an of the Venue showing access points. The loading/unloading location>>.

8.2 Access for loading/unloading <<insert times>>, <<insert times>>, <<insert times>>, <<insert times>>, <<insert times>> prior arrangement of

ed [between <<insert times>> and <<insert times>>] outside of these hours shall be by

8.3 Parking facilities are available. [The Venue shall provide parking facilities if available]

s. [<<insert description of parking facilities>>]

9. Stewarding

9.1 The Venue Owner shall be responsible for overall stewarding and evacuation of the Venue. All stewards must be free of any additional duties at the time of the Event.

ds for the Event and shall be responsible for overall stewarding and evacuation of the Venue. All stewards must be free of any additional duties at the time of the Event.

9.2 Stewards shall be of legal age at any time that there is a general public in the Venue during the Hire Term.

the age of 18 and will be on duty at all times when there is a general public in the Venue during the Hire Term.

9.3 All stewards will be trained in first aid and fire safety.

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10. Disability Provision

10.1 Wheelchair access and other access arrangements shall be provided in the Venue. [<<insert description of access arrangements>>]

the Venue. [<<insert description of access arrangements>>]

10.2 For fire safety reasons, <<insert number of wheelchair users>> of the Venue's guest capacity attending the Event shall be permitted to use the Venue's capacity to the Venue start date of the Hire Term. The Venue shall use all reasonable endeavours to satisfy the requirements of the Event.

ay only account for a maximum of <<insert percentage>>% of the number of wheelchair users will be permitted to use the Venue's capacity to the Venue start date of the Hire Term. The Venue shall use all reasonable endeavours to satisfy the requirements of the Event.

10.3 The Venue is [not] equipped with a hearing aid loop and hearing aid loop equipment e.g. microphones.

loop for hearing aid users. [The Venue shall be equipped with hearing aid loop equipment at the venue: <<list equipment>>.]

11. Good Order and Nuisance

11.1 The Customer shall ensure that all guests under a reasonable level of control. This obligation includes ensuring the sobriety of all guests. This obligation shall be under the Venue Owner's control

guests under a reasonable level of control. This obligation includes ensuring the sobriety of all guests. This obligation shall be under the Venue Owner's control

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or responsibility.

11.2 Noise must be kept at all times. The Customer must ensure that no noise

11.3 Amplified music use at any time. exceed <<insert sound level>>dB

11.4 [Fireworks are permitted subject to the following] fireworks may be set off after 11:00pm

11.4.1 On <<insert time>>, fireworks may be set off until <<insert time>>

11.4.2 On <<insert time>>, fireworks may be set off until <<insert time>>

11.4.3 On <<insert time>>, fireworks may be set off until <<insert time>>

11.4.4 On <<insert time>>, fireworks may be set off until <<insert time>>

11.4.5 <<insert additional requirements required>>]

12. Recording and Broadcasting

12.1 No recording of sound for commercial reasons will be permitted during the Event without the Venue Owner's express written consent. This does not prohibit film or video recording paid by the Customer to film the Customer's Event in the Venue for the Professional's normal business.

12.2 [No broadcasting of the Event in any form during the Event without the Venue Owner's express written consent. This includes, but is not limited to, radio broadcasting, television broadcasting, streaming, or any other means of communication. Textual or audio recording are not prohibited.]

13. Films

13.1 The Customer may show films at the Event provided any such shows are given in accordance with the Cinemas Act 1985. Under that Act, the Customer must give 14 days' written notice to the Venue Owner of their intention to show the film.

13.2 Where a projector is used to show the film a clear area of at least 1 meter must be left clear around the projector. Only authorised personnel shall be permitted within that area during the evening hours of the Event.

14. Music

14.1 <<Insert a description of the music you have for the Venue, if any. Describe requirements for the Venue. The Customer must meet in order to perform music in their Event>>

14.2 <<Insert a description of the music you have for the Venue, if any. Describe requirements for the Venue. The Customer must meet in order to play music at their Event>>

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15. Catering

15.1 If the Customer wishes to use any catering service, the Customer must submit details of the service to the Venue Owner at least <<insert period>> prior to the start of the Hire Term for approval. Furthermore, the Venue Owner shall have the right to inspect any food brought to the Venue and may audit the catering service for health and hygiene.

If the Customer chooses to use the Venue Owner's Catering Service, the Customer shall be responsible for all catering services rendered, and any order for such services shall form a separate contract between the Customer and the Venue Owner. The cost of catering will not form part of the Hire Fees payable by the Customer.

15.2 If the Customer chooses to use the Venue Owner's Catering Service, the Customer shall be responsible for all catering services rendered, and any order for such services shall form a separate contract between the Customer and the Venue Owner. The cost of catering will not form part of the Hire Fees payable by the Customer.

If the Customer chooses to use the Venue Owner's Catering Service, the Customer shall be responsible for all catering services rendered, and any order for such services shall form a separate contract between the Customer and the Venue Owner. The cost of catering will not form part of the Hire Fees payable by the Customer.

16. Licensing and Alcohol

The Venue Owner [does not] provide a licensed bar and associated staff at the Venue. [The terms and conditions for the same are detailed in Schedule 1.]

The Venue Owner [does not] provide a licensed bar and associated staff at the Venue. [The terms and conditions for the same are detailed in Schedule 1.]

17. Venue Personnel

17.1 The Venue Owner shall provide the Venue Personnel for the Event.

The Venue Owner shall provide the Venue Personnel for the Event.

17.2 The Venue Personnel shall be based upon the information provided by the Customer in Schedule 1.

The Venue Personnel shall be based upon the information provided by the Customer in Schedule 1.

17.3 The cost of the required Venue Personnel shall form part of the Hire Fees.

The cost of the required Venue Personnel shall form part of the Hire Fees.

18. Removal following Event

Unless otherwise agreed, the Customer shall be required to vacate the Venue at the end of the Hire Term. Where the removal of any of the Customer's equipment necessitates additional time to vacate the Venue, the additional time shall be agreed between the Parties.

Unless otherwise agreed, the Customer shall be required to vacate the Venue at the end of the Hire Term. Where the removal of any of the Customer's equipment necessitates additional time to vacate the Venue, the additional time shall be agreed between the Parties.

19. The Customer's Legal Rights in relation to the Venue Hire

19. The Customer's Legal Rights in relation to the Venue Hire

19.1 The Venue Owner shall provide the Venue Hire services to the Customer with reasonable skill and care in accordance with the best practices and standards in the venue hire market, and shall provide the Venue Hire services in accordance with any information provided by the Customer. The Venue Owner shall always aim to ensure that the Venue Hire is trouble-free. If, however, there is a problem with the Venue Hire, the Customer should inform the Venue Owner as soon as is reasonably possible.

19.1 The Venue Owner shall provide the Venue Hire services to the Customer with reasonable skill and care in accordance with the best practices and standards in the venue hire market, and shall provide the Venue Hire services in accordance with any information provided by the Customer. The Venue Owner shall always aim to ensure that the Venue Hire is trouble-free. If, however, there is a problem with the Venue Hire, the Customer should inform the Venue Owner as soon as is reasonably possible.

19.2 The Venue Owner shall make every effort to remedy any and all problems with the Venue Hire as is reasonably possible and in accordance with the Venue Hire Agreement.

19.2 The Venue Owner shall make every effort to remedy any and all problems with the Venue Hire as is reasonably possible and in accordance with the Venue Hire Agreement.

19.3 The Venue Owner shall not be liable to the Customer for remedying problems with the Venue Hire which have been caused by the Venue Owner (including its sub-contractors) or where nobody has been able to establish that the problem has been caused by the Venue Owner or the Customer, the Venue Owner may charge the Customer for any remedial action required.

19.3 The Venue Owner shall not be liable to the Customer for remedying problems with the Venue Hire which have been caused by the Venue Owner (including its sub-contractors) or where nobody has been able to establish that the problem has been caused by the Venue Owner or the Customer, the Venue Owner may charge the Customer for any remedial action required.

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19.4 The Customer is responsible for ensuring that they have certain obligations with respect to the information it provides. The Venue Owner provides good examples of satisfactory quality with samples shown. For full details of the Venue Owner's legal rights and guidance, the Customer contacts their local Citizens Advice Bureau or Trading Standards Office.

When purchasing services as a consumer, the Venue Owner fails to carry out its obligations in accordance with the information provided. The Customer has legal rights if the Venue Hire is not as described, not in compliance with any other pre-contractual information. For full details of the Customer's legal rights and guidance, it is recommended that the Customer contacts their local Citizens Advice Bureau or Trading Standards Office.

20. Liability and Insurance

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20.1 The Venue Owner covers the Venue and all of its other property which is damaged during the Hire period. Details of any insurance cover for the Venue are available on request.

The Venue Owner covers the Venue and all of its other property which is damaged during the Hire period. Details of any insurance cover for the Venue are available on request.

20.2 The Venue Owner does not accept liability for any foreseeable loss or damage to the Customer's property as a result of the Venue Owner's breach of this Agreement or as a result of the actions of its employees, agents or subcontractors, unless such loss or damage is an obvious consequence of the Venue Hire contemplated by the Agreement or the Customer formed a contract with the Venue Owner for the Hire of the Venue or damage that is not reasonably foreseeable.

The Venue Owner does not accept liability for any foreseeable loss or damage to the Customer's property as a result of the Venue Owner's breach of this Agreement (including that of any of its employees, agents or subcontractors), unless such loss or damage is foreseeable if it is an obvious consequence of the Venue Hire or the Venue Owner's breach or negligence or if it is a direct consequence of the Venue Hire contemplated by the Agreement or the Customer formed a contract with the Venue Owner for the Hire of the Venue or damage that is not reasonably foreseeable.

20.3 The Venue Owner does not make any representation that the Venue Hire is for private (i.e. non-commercial) purposes. The Venue Owner makes no warranty or representation that the Venue Hire is for commercial, business or industrial purposes of any kind. The Venue Owner warrants and agrees that they do not have such purpose in mind when they provide the Venue Hire. The Venue Owner will not be using the Venue in such a manner. The Venue Owner will be liable to the Customer for any loss of business, or for any loss of business opportunity, or for any loss of business profit, loss of business opportunity.

The Venue Owner does not make any representation that the Venue Hire is for private (i.e. non-commercial) purposes. The Venue Owner makes no warranty or representation that the Venue Hire is for commercial, business or industrial purposes of any kind. The Venue Owner warrants and agrees that they do not have such purpose in mind when they provide the Venue Hire. The Venue Owner will not be using the Venue in such a manner. The Venue Owner will be liable to the Customer for any loss of business, or for any loss of business opportunity, or for any loss of business profit, loss of business opportunity.

20.4 Nothing in this Agreement shall limit the Venue Owner's liability for failing to perform the Venue Hire with reasonable care and skill or in accordance with information provided about the Venue, the Venue Hire, or the Venue Owner's services, or for any material defect in the Venue Hire or for any material defect that do not conform with the information provided.

Nothing in this Agreement shall limit the Venue Owner's liability for failing to perform the Venue Hire with reasonable care and skill or in accordance with information provided about the Venue, the Venue Hire, or the Venue Owner's services, or for any material defect in the Venue Hire or for any material defect that do not conform with the information provided.

20.5 Nothing in this Agreement shall limit the Customer's legal rights as a consumer. For full details of the Customer's legal rights and guidance on exercising them, the Customer contacts their local Citizens Advice Bureau or Trading Standards Office.

Nothing in this Agreement shall limit the Customer's legal rights as a consumer. For full details of the Customer's legal rights and guidance on exercising them, the Customer contacts their local Citizens Advice Bureau or Trading Standards Office.

21. Force Majeure

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21.1 The Venue Owner does not accept liability for any failure or delay in performing its obligations under the Agreement if that failure or delay results from any cause that is beyond the Venue Owner's reasonable control. Such causes include, but are not limited to, strikes, lock-outs or other industrial action, internet service provider failure, or any other cause beyond the control of the Venue Owner or third parties, riots and other civil unrest.

The Venue Owner does not accept liability for any failure or delay in performing its obligations under the Agreement if that failure or delay results from any cause that is beyond the Venue Owner's reasonable control. Such causes include, but are not limited to, strikes, lock-outs or other industrial action, internet service provider failure, or any other cause beyond the control of the Venue Owner or third parties, riots and other civil unrest.

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unrest, fire, explosion, terrorism (threatened, actual or preparatory event that is beyond

earthquakes, subsidence, acts of (declared, undeclared, threatened, other natural disaster, or any other reasonable control.

21.2 If any event described above occurs that is likely to adversely affect the Venue Hire Agreement:

any of its obligations under this

21.2.1 The Venue Hire Agreement shall be terminated as soon as is reasonably possible;

customer as soon as is reasonably

21.2.2 The Venue Hire Agreement shall be suspended and the Venue Hire Agreement shall be extended accordingly;

under this Agreement shall be extended if it is bound by will be extended (reasonably possible);

21.2.3 The Venue Hire Agreement shall be terminated if the Venue Hire Agreement is not terminated within its reasonable times or availability;

customer when the event outside of provide details of any new dates,

21.2.4 If an event described above occurs and the Customer does so in accordance with Clause 22;

owner's reasonable control occurs under this Agreement, the Customer may cancel under Clause 22;

21.2.5 If an event described above occurs for more than 30 days, the Venue Hire Agreement shall be cancelled and the Venue Hire Agreement shall be cancelled under Clause 22. The Venue Hire Agreement shall be cancelled if any event described above occurs without notice.

owner's reasonable control continues for more than 30 days or is likely to prevent the Venue Hire Agreement from being performed in time for the Hire Term, this Agreement (the contract) shall be cancelled and the Venue Hire Agreement shall be cancelled under Clause 22. The Venue Hire Agreement shall be cancelled if any event described above occurs without notice.

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22. Rescheduling the Venue Hire Agreement

Agreement

22.1 The Customer may reschedule the Venue Hire Agreement at any time. If the Customer reschedules the Venue Hire Agreement as is reasonably possible, the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

The Venue Hire Agreement for any reason at any time. If the Customer reschedules the Venue Hire Agreement as is reasonably possible, the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement. The following shall apply to cancellation of the Venue Hire Agreement.

22.1.1 If the Customer reschedules the Venue Hire Agreement less than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall refund all sums paid, including the Venue Hire Agreement fee;

<<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall refund all sums paid, including the Venue Hire Agreement fee;

22.1.2 If the Customer reschedules the Venue Hire Agreement more than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall retain all sums paid, including the Venue Hire Agreement fee, and the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

more than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall retain all sums paid, including the Venue Hire Agreement fee, and the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

22.1.3 If the Customer reschedules the Venue Hire Agreement less than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall refund all sums paid, including the Venue Hire Agreement fee;

<<insert time period>> but more than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall retain all sums paid, including the Venue Hire Agreement fee, and the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

22.1.4 If the Customer reschedules the Venue Hire Agreement more than <<insert time period>> before the start date of the Hire Term, the Venue Hire Agreement shall retain all sums paid, including the Venue Hire Agreement fee, and the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

<<insert period>> before the start date of the Hire Term, the Venue Hire Agreement shall retain all sums paid, including the Venue Hire Agreement fee, and the Venue Hire Agreement shall apply to cancellation of the Venue Hire Agreement.

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including the
shall become

standing balance of the Hire Fees
<<insert time period>>;

22.1.5 If the Customer
the start date
original Deposit
Venue Hire.

an <<insert time period>> prior to
the Venue Owner shall retain the
will be payable for the rescheduled

22.2 If any of the following
immediately by giving
made any payment
Deposit) that/those
reasonably possible
Owner's acceptance

Customer may cancel this Agreement
written notice. If the Customer has
(including but not limited to the
to the Customer as soon as is
in 14 calendar days of the Venue
notification:

22.2.1 The Venue
has failed to
Customer remedy
remedy such
right to cancel

Agreement in any material way and
within <<insert time period>> of the
where it is reasonably possible to
the material breach shall trigger the

22.2.2 An encumbrance
company, a
property or a

[or, where the Venue Owner is a
of any of the Venue Owner's

22.2.3 The Venue
creditors [or
to an administrator
1986)];

voluntary arrangement with its
is a company, becomes subject
the meaning of the Insolvency Act

22.2.4 The Venue
the Venue Owner
purposes of
resulting company
obligations in

any order made against it [or, where
enters into liquidation (except for the
construction in such a way that the
is to be bound by or assume the
owner by this Agreement)];

22.2.5 The Venue Owner

intends to cease, to carry on business;

22.2.6 The Venue Owner

waives its obligations due to an event
under sub-Clause 21.2.4); or

22.2.7 The Venue Owner

agrees to assign the terms of this Agreement to the

22.3 The Venue Owner
to <<insert time period>>
Customer has made
limited to the Deposit
soon as is reasonable
the Venue Owner's

cancel the Hire for any reason, at any time up to
the end date of the Hire Term. If the
Venue Owner (including, but not
the Deposit) will be refunded to the Customer as
an event, within 14 calendar days of

22.4 If any of the following
immediately by giving

Customer may cancel this Agreement
written notice:

22.4.1 The Customer
Clause 5 (the
interest on or

Agreement on time as required under
the Venue Owner's right to charge
Clause 5.7); or

22.4.2 The Customer
have failed to
Venue Owner

cancel the Agreement in a material way and
within <<insert time period>> of the
in writing; or

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22.4.3 The Venue Owner shall not be liable for any loss or damage outside of its control.

out its obligations due to an event (including but not limited to under sub-Clause 21.2.5).

22.5 If cancellation under this Agreement occurs within the time period<> before the start of the Hire Term, the Venue Owner shall refund all sums paid by the Customer. If cancellation occurs after the start of the Hire Term, the Venue Owner shall refund the outstanding balance of the Hire Fee less any sums already received. If cancellation occurs within the time period<> before the start of the Hire Term, the Venue Owner shall refund the Deposit, shall be returned to the Customer. If cancellation occurs after the start of the Hire Term, the Venue Owner shall be made good to the Customer within 14 calendar days of the date of cancellation.

22.4.2 occurs more than <<insert time period>> before the start date of the Hire Term, the Venue Owner shall refund the Deposit. If such cancellation occurs after the start of the Hire Term, the Venue Owner shall retain all sums paid [and any sums already received] and shall become due and payable within 14 calendar days of the date of cancellation. If the Venue Owner cancels this Agreement at any time, the Venue Owner shall refund the Deposit. If cancellation occurs under sub-Clause 21.2.5) all sums paid, including the Deposit, shall be returned to the Customer as soon as possible, and in any event within 14 calendar days of the date of cancellation notice.

22.6 For the purposes of this Agreement, a breach of clause 22.4.2) a breach of clause 22.4.2) shall be considered minimal or trivial if the breach is caused by the Customer under sub-Clause 22.4.2). In deciding whether a breach is minimal or trivial, no regard will be had to whether the breach was caused by an accident, mishap, mistake or misunderstanding.

In particular, sub-Clauses 22.2.1 and 22.4.2 shall be considered 'material' if it is not caused by the terminating Party (i.e. the Customer). If the breach is caused by the Venue Owner under sub-Clause 22.4.2) no regard will be had to whether the breach was caused by an accident, mishap, mistake or misunderstanding.

23. Communication and Complaints

23.1 If the Customer wishes to make a complaint, the Customer shall contact the Venue Owner by the following methods: <<insert number>>

The Customer shall contact the Venue Owner with questions or complaints by the following methods: <<insert number>> by telephone at <<insert number>> or by email at <<insert email address>>.

23.2 In certain circumstances, the Customer must contact the Venue Owner in writing (as stated in clause 23.2.1) when contacting the Venue Owner by the following methods:

The Customer must contact the Venue Owner in writing (as stated in clause 23.2.1) when contacting the Venue Owner by the following methods:

23.2.1 By email at <<insert email address>>

; or

23.2.2 By pre-paid letter to the Venue Owner at <<insert address>>

by name>>, <<insert address>>.

24. Complaints and Feedback

24.1 The Venue Owner shall encourage feedback from its customers and, while the Venue Owner shall not be liable for any loss or damage outside of its control, the Venue Owner shall nevertheless want to hear from the Customer for complaint.

back from its customers and, while the Venue Owner shall not be liable for any loss or damage outside of its control, the Venue Owner shall nevertheless want to hear from the Customer for complaint.

24.2 All complaints are handled in accordance with the Venue Owner's complaints handling policy and procedure.

All complaints are handled in accordance with the Venue Owner's complaints handling policy and procedure in <<insert location(s)>>.

24.3 If the Customer wishes to make a complaint, the Customer should contact the Venue Owner, including the Venue Owner's name and position and/or department, by the following methods:

any aspect of its dealings with the Venue Owner under this Agreement or the Venue, the Customer should contact the Venue Owner in one of the following ways:

24.3.1 [In writing, by email or by pre-paid letter to the Venue Owner at <<insert address>>]

at name and/or position and/or department>>]

24.3.2 [By email, by telephone at <<insert number>> or by text message to <<insert number>>]

at name and/or position and/or department>>];

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24.3.3 [Using the Venue Hire Agreement included with your order]

its form, following the instructions

24.3.4 [By contacting the Venue Hire team on telephone number <<insert telephone number>>]

telephone on <<insert telephone number>> when prompted.]]

25. Data Protection (Personal Data)

For complete details of the collection, retention of personal data, the use of personal data is used, the rights and how to exercise them, please refer to the Venue Hire Data Protection Policy OR [attached in Schedule 4]

collection, processing, storage, and use of personal data, the purpose(s) for which it is used, details of the Customer's data sharing (where applicable), and where available from <<insert location>>

26. Other Important Terms

26.1 The Venue Owner may transfer (assign) its obligations and rights under this Agreement to a third party (this may happen, for example, if the Venue Owner is sold or its business is sold). If this occurs the Customer shall be informed by Venue Hire. The Venue Owner's obligations under this Agreement will not be affected and the Customer shall remain bound by them.

transfer (assign) its obligations and rights under this Agreement to a third party (this may happen, for example, if this occurs the Customer shall be informed by Venue Hire. The Venue Owner's obligations under this Agreement will not be affected and the Customer shall remain bound by them.

26.2 The Customer may terminate this Agreement without notice, provided that this is not to be unreasonable in the circumstances.

their obligations and rights under this Agreement without the express written consent (such consent shall be in writing) of the Venue Owner.

26.3 This Agreement is intended to benefit the Customer and the Venue Owner. It is not intended to benefit any third party in any way and no such benefit shall be derived from any provision of this Agreement.

and the Venue Owner. It is not intended to benefit any third party in any way and no such benefit shall be derived from any provision of this Agreement.

26.4 If any of the provisions of this Agreement are found to be unlawful, invalid or unenforceable by a court or other authority, that / those provisions shall be severed from the remainder of this Agreement. The remainder of this Agreement shall remain valid and enforceable.

are found to be unlawful, invalid or unenforceable by a court or other authority, that / those provisions shall be severed from the remainder of this Agreement. The remainder of this Agreement shall remain valid and enforceable.

26.5 No failure or delay in the performance of any obligation under this Agreement by either Party or in the enforcement of any provision by either Party will constitute a breach of this Agreement unless it is a breach of a specific provision.

exercising any of its respective rights under this Agreement has been waived, and no waiver of any provision of this Agreement means that the waiver shall not extend to any other provision of the same or any other provision of this Agreement.

27. Governing Law and Jurisdiction

27.1 This Agreement is governed by the law of [England and Wales] [Scotland] [Ireland].

between You and Us (whether by agreement or otherwise) shall be governed by, and construed in accordance with, the law of [England and Wales] [Scotland] [Ireland].

27.2 As a consumer, You are entitled to the benefit of any mandatory provisions of the law in your country of residence which may reduce Your rights under this Agreement. Clause 27.1 above takes away or restricts those provisions.

mandatory provisions of the law in your country of residence which may reduce Your rights under this Agreement. Clause 27.1 above takes away or restricts those provisions.

27.3 Any dispute, controversy or claim between You and Us relating to this Agreement shall be referred to the courts of the jurisdiction of the courts of [England and Wales] [Scotland] [Ireland].

claim between You and Us relating to this Agreement shall be referred to the jurisdiction of the courts of [England and Wales] [Scotland] [Ireland].

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England, Wales, S
residency.

reland, as determined by Your

SIGNED for and on behalf of the V
<<Name and Title of person signing>>

Authorised Signature

Date: _____

SIGNED for and on behalf of the C
<<Name and Title of person signing>>

Authorised Signature

Date: _____

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The Venue Hire

<<Insert Hire Term dates>>

<<Insert description of Event>>

<<Insert additional Customer requirements>>

<<Insert further information as required>>

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The Hire Fees

<<Insert full details of the Hire Fees and due dates>>

ue Hire including all agreed sums

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<<insert name of service>>]

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