



Angel House Conference/Business Event Hire Terms and Conditions

1. Definitions and Interpretation

This document (the “**Terms and Conditions**”) forms part of a hire agreement between Angel House Ltd, **The Venue** & you, _____, **The Hirer**.

You are hiring the venue for your on (date)..... **The Hire period**.

2. Hire Term

"The Hire Period" shall mean the agreed hours on the day specified on the Booking Form for Angel House (access for set up is available 1 hour before The Hire Period unless otherwise negotiated).

3. Fees and Payment

Your hire fees include the following:

- Exclusive use of the Regency Room/The Half Landing/the Morning Room (as applicable) from _____ until _____. Events must finish by 11pm at the latest. No extension is available on this time due to The Venues location.
- A member of staff on-site all day to assist with any venue-related issues that may arise. The Venue is responsible for setting up the furniture within the venue in advance of the event, in line with the agreed event format.
- The minimum hire period is half a day on weekdays and a full day on Fridays, Saturdays and Bank Holidays.

4. Deposit and payment due dates

The Hirer pays a non-refundable deposit of 50% of the hire fee on booking. The remainder, including any surcharges is to be paid no later than two calendar months before The Hire Period.

If the 50% payment and the documents are not sent to The Venue with 14 days of booking and initial invoice, The Venue will release the booking.

Any additional charges due to The Venue incurred during The Hire Period must be paid no later than 48 hours after The Hire Period.

The Hirer is obliged to pay for all services requested, including any additional or third party services contracted in connection with the booking.

14 days before The Hire Period a security bond of £750 is payable to The Venue. This money will be refunded within 7 days of The Hire Period unless the booking has led to unforeseen breakages or damage to Angel House. In that case, the money to repair the damage will be taken from the security bond.

5. Cancellation of Booking

Where a cancellation of the event is made, the following charges will apply:

- 181 - 365 days prior to event, 25% cancellation fee
- 180 to 60 days prior to event, 50% cancellation fee
- 0 to 60 days prior to event the full amount is payable

All cancellations must be made in writing.

The Venue strongly recommends the Hirer to take out event insurance, including Public Liability cover if preferred, to cover the Hirer in the event of cancellation due to circumstances beyond their control.

6. Use of the Venue

No direction signs etc are permitted on routes leading to Angel House.

The Hirer and his agents must ensure that all furniture brought into the house has sufficient protection on the legs to ensure the parkay floor is not scratched or damaged.

No nails, pins, sellotape or glue are permitted to be used anywhere at The Venue.

Any decorative materials brought onto the premises must comply with Fire Protection Regulations. Proof of this may be requested. No items should be attached to the walls.

The Hirer and his agents must seek the permission of The Venue for the re-positioning and use of any existing items.

All tables, chairs and furniture inside the buildings of Angel House are not for outside use.

No naked flames may be used at The Venue apart from candles on the tables where appropriate fire precautions have been made.

There is strictly no smoking allowed inside The Venue.

No animals are permitted at The Venue with the exception of Guide Dogs.

No more than 8 children under the age of 16 may attend any event at The Venue at one time unless by prior arrangement. Any damage caused by children will be taken from the security deposit

The Hirer shall leave The Venue in a clean and orderly state at the end of The Hire Period with all rubbish and bottles removed. The Venue may, at their discretion, charge The Hirer for any excessive cleaning required or for the disposal of any rubbish/materials not removed by midnight on the night of the hire.

The Venue shall not deliver or arrange for delivery of any goods or materials to the Venue unless prior arrangements have been made.

The Venue reserves the right to decline the usage of a specific external wedding dresser if they are not considered suitable for the venues facilities.

7. Health and Safety

In the event of a fire, guests should leave the buildings by the nearest fire exit and gather by The Angel Peace Statue opposite.

The Hirer or their nominated Responsible Person is responsible for accounting for all guests once they have vacated the buildings.

The Regency Room can hold up to 60 in a theatre style; the Morning Room 45 guests. The Maximum number of guests allowed at The Venue at any time is 75 persons, unless The Venue gives prior authorisation otherwise.

The hirer shall notify The Venue in writing not less than ten business days prior to the event of the final number attending.

8. Good Order, Damage and Nuisance

The Hirer shall be responsible for good order being kept at The Venue during The Hire Period. The Event Organiser reserves the right to end The Hire Period at any time due to good order not being kept.

The Hirer is responsible for all damage to Angel House and to any property within Angel House occurring during The Hire Period however caused. All breakages or other damage occurring during authorised access must be reported within 24 hours and will be taken from the security deposit.

The Venue reserves the right of entry, or to ask any persons to leave Angel House who are not keeping good order or who are under the influence, in the opinion of The Venue, of excessive alcohol consumption at any time during The Hire Period.

The Hirer is responsible for the arrival and departure of all guests in a quiet and orderly fashion.

The Hirer or a responsible person appointed by The Hirer must remain at The Venue until the last guest has departed.

9. Music and entertainment

The Venue is a Grade 1 listed building and any entertainment booked must be suitable for the building. The Venue reserves the right to decline the usage of a specific external entertainer if they are not considered suitable for the venues facilities.

Sound levels must not go above 85 decibels.

All music must cease by 11.00 pm.

The Hirer must ensure that all entertainers booked for The Hire Period are in possession of a Public Liability Insurance document and that any equipment used for The Hire Period is Portable Appliance Tested (PAT). The Hirer is responsible for informing The Venue of all his agents involved no later than two weeks before The Hire Period.

The Venue reserves the right to request a copy of this documentation at any time and will refuse permission to any agents who do not have Public Liability Insurance and whose equipment is not Portable Appliance Tested.

10. Catering

Catering is available via The Venues preferred catering suppliers. All costing for this are to be negotiated and settled direct with the catering supplier. It may be possible to use another external catering supplier. The Venue reserves the right to decline the usage of a specific external caterer if they are not considered suitable for the venues facilities. The Caterers Terms & Conditions must be signed by a manager/director of a non-approved catering company and returned to The Event Organiser at least twelve weeks before The Hire Period. Catering and all other equipment needs to be completely removed by 11pm on the day of The Hire Period.

11. Licensing and Alcohol

The Venue does not have a licensed bar so no paid bar facility is available. Alcohol can be brought in by The Hirer or by The Caterer, there is no corkage fee payable on this. Caterers are responsible for the serving of any beverages.

12. Liability, Indemnity and Force Majeure The Venue accepts no responsibility for any property belonging to The Hirer, his guests or his agents at Angel House at any time. Cloakrooms are provided for the convenience of guests but any goods deposited in the cloakrooms are deposited at the owners risk. The Venue is not responsible for any agents contracted by The Hirer. The Hirer is responsible for informing The Venue of all his agents involved no later than two weeks before The Hire Period.

The Venue shall not be responsible for any loss or damage to any property arising out of the hiring nor for the loss, damage or injury which may be incurred by or be done or happen to any person or persons using The Venue during The Hire Period arising from any cause whatsoever, or for any loss due to the breakdown of machinery failure, of supply of electricity, leakage of water, fire,

Government restriction, or Act of God which may cause The Venue to be temporarily closed or the hiring to be interrupted or cancelled.

13. Insurance

The Venue carries full public and property owners liability insurance.

14. Law and Jurisdiction

Any agreement which deviates from or is in addition to these Terms and Conditions must be in writing. Any unilateral changes made by the Hirer will be null and void.

These general Terms and Conditions are held as subject to United Kingdom law.

Where one or more conditions is inoperative or void to the Hirer it does not impair the remainder of the contract. Individual terms and conditions may be replaced through discussion with the Venue and the Hirer and at the Venue's discretion when confirmed in writing.

This list is not exhaustive and may change at any time without notice.

Signed on Behalf of **The Venue**

Name	Signature	Date
------	-----------	------

Signed on Behalf of **The Hirer**

Name	Signature	Date
------	-----------	------

The Hirer is responsible for informing agents and guests of these Terms and Conditions.