

ST DUNSTAN'S COLLEGE

VENUE HIRE LICENCE TO OCCUPY – SHORT FORM

This is a shortened version of terms and conditions for a venue hire licence. It contains the key points but you will be asked to sign the full version when making the booking. Copies of the full version are available on the website, by emailing collegehire@sdmail.org.uk or calling 0208 516 7204.

LICENCE PERIOD

You will be issued with a Licence which includes time allocated by the Company for the Licensee to set up and vacate the Venue.

PAYMENT TERMS

You will receive a written quote

£500 non-returnable deposit due on signing the Contract

50% of balance due 45 days prior to event

Remaining balance, which will include the cost of extra services, 14 days before the event

Returnable deposit to cover damages etc £500 due 14 days before the event. This will be returned within five days after event has ended, less any deductions for breakages.

YOUR OBLIGATIONS

To pay to the Company:

- (a) The Rental without any deduction in accordance with the Payment terms
- (b) Such VAT as may be payable on the Rental
- (c) A sum equal to £250 per hour that the Licensee uses the Venue after the Licence Period has expired.
- (d) A Returnable Deposit of £500 which will be returned only if no damage or loss has been caused to the Venue (or the Centre) and/or its contents during the Licence Period and the Licensee has settled in full all moneys payable to the Company.

To keep the Venue and the Centre clean, tidy and clear of rubbish and at the end of the Licence Period vacate the Venue and the Centre and leave it in a clean and tidy condition in no worse state than that as at the commencement of the Licence Period.

To keep the Venue and all fixtures and fittings in the Venue in a similar condition to that as at commencement of the Licence Period.

CATERING SERVICES

It is a condition of hire that you use one of our nominated caterers. You will deal direct with them, although they will liaise with us to ensure the smooth running of your event.

You can supply your own drinks - both alcoholic and non-alcoholic - for the Event. The caterers will serve wine with the meal and we can also set up and run a bar on your behalf. This is subject to a 'corkage' fee of £1.75 per head. Alcohol provided by you may only be served by our staff who have the right to refuse service.

Alcohol may not be served to young people under the age of 18. Guests who are intoxicated may be evicted from the premises.

The company can set up and run a pay bar on your behalf with the proceeds going to our supplier who charges pub - as opposed to hotel and restaurant – prices.

All music must stop by midnight and that the venue must be cleared by 00:30.

Your caterer must be off the premises by 01:30 latest. However, if service is held up due to the late running of your event and the caterer does not meet the deadline, you will then incur late charges of £35 per hour, or part of hour, to pay for our security staff to stay on late.

DELIVERIES AND SET UP

Deliveries such as flowers and drinks for Saturday Events must be made between 18:00 - 20:00 on the Friday evening prior. No deliveries can be received outside these hours.

All food must be delivered on the day of the Event. We are unable to store food overnight in our kitchens.

Access to the Hall for decoration is only available on the day of the event at a time agreed with the Company. Hirers cannot have access to the Hall the evening before.

All equipment, decorations, unconsumed food and drink etc must be removed at the end of the Event by the Licensee. Tables and other hired furniture, crockery, glassware, linen etc will be stored, at the Company's discretion, for collection on the next working day by prior arrangement with the hire company.

TERMINATION

If at any time the Event shall be cancelled by the Company (whether by breach of contract by the Licensee or otherwise) or the Licensee shall cancel or purport to cancel the Event, then unless otherwise agreed in writing by the Company, this Agreement shall be regarded as having terminated and the Licensee shall be liable to pay the Company the following amounts:-

- a) Any outstanding Rentals (which shall become due and payable on termination of the Agreement and
- b) If the Company undertakes a public relations exercise to deal with enquiries and complaints from members of the public or traders in relation to the cancellation of the Event, the Company shall be entitled to reimbursement of its costs thereby incurred up to 50% of the Rental.

The Company reserves the right to cancel the hiring of the Venue at any time upon giving not less than 30 days notice before the commencement of the Licence Period, whereupon the Company shall reimburse the returnable deposit and any Rentals previously paid by the Licensee.

PREVENTION

If the Company is prevented from fulfilling its obligations under the Agreement by circumstances outside its reasonable control the Company shall be entitled, if practicable, to provide substitute alternative facilities for the Event ("Alternative Facilities") and the Licensee shall not be entitled to object to such substitution or have the right to claim any compensation from the Company in respect thereof unless the Alternative Facilities referred to are wholly unsuited to the Event. If no Alternative Facilities are available, the Company's liability to the Licensee shall not exceed the amount previously paid by the Licensee to the Company in respect of the Rental.

GENERAL

The Company is not to be liable for the death of or injury to the Licensee, its employees, authorised invitees or for damage to any property of theirs, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by them.

The Company will not be liable for the Venue becoming unavailable before or during the commencement of the Licence Period due to circumstances beyond the reasonable control of the Company.