



## 2017 Room Hire Agreement – Garden Court Chambers Ltd

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form.

### 1. Booking Confirmation and Invoicing:

- a) Provisional bookings are not guaranteed until Garden Court Chambers Ltd is in receipt of a completed booking form.
- b) Bookings must be paid for within a week of receiving an invoice from Garden Court Chambers Ltd. Payment must be made in advance for room hire and for any additional charges, as listed on the room hire rates document.
- c) Catering will be ordered one week prior to the event and is non-refundable.

### 2. Additional conditions for bookings provided at discounted rates:

- a) A member of Chambers must be in attendance at all times unless there is a prior agreement.
- b) Pro Bono or discounted room hire rates are not applicable where entry or catering charges of £10.00 or over are applicable to the guests in attendance. Chambers reserves the right to charge the full relevant hire rate where these conditions are not met.

### 3. Refund Policy:

- a) Cancellations made more than eight weeks prior to the booking will receive a full refund.
- b) Cancellations made between eight and four weeks prior to the booking will receive a refund at 75% of the original rate.
- c) Cancellations made between four and one week prior to the booking will receive a refund at 50% of the original rate.
- d) Cancellations made within one week of the booking will be non-refundable.

### 4. Security:

- a) Garden Court Chambers Ltd maintains a high level of security. Hirers must pay the costs of any additional Security Staff required to manage their event.
- b) Hirers and their guests must remain within the defined areas for room lettings at all times and act immediately on requests from Security Staff.
- c) Organisers are encouraged to arrive well in advance of the specified start time in order to verify delegates/guests.
- d) For safety reasons the procedure to follow if the alarms ring must be explained at the start of any meeting. Organisers should make themselves familiar with primary and secondary escape routes and the assembly point opposite the main entrance or appoint someone in their team to be responsible for this.

### 5. Fire Regulations:

- a) Garden Court Chambers Ltd regulations will be observed by the Hirer at all times.
- b) **Candles and indoor fireworks are not allowed under any circumstances.**

The accidental setting off of alarms will incur a charge of £125.00 plus VAT.

### 6. Damage:

- a) All rooms must be left in the condition they were found.
  - b) Hirers will be subject to the full cost of mending any damage or excessive wear and tear to Garden Court Chambers Ltd property.
  - c) **Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack Adhesives.**
- Failing to meet this condition will result in an automatic additional charge of £100.00 plus VAT.
- d) All seminar room bookings will be charged a refundable deposit of £100.00, regardless of whether or not A/V equipment is being used. Refunds will be issued after the event if all is in order.
  - e) Hirer will be subject to pay the full cost of any extra cleaning required. If the event involves catering of any sort, there will be an automatic additional charge.

### 7. Function Room Opening Hours:

- a) Access times to rooms are through prior arrangement.
- b) All weekday events must be finished by 21:00. The Hirer and all associated parties must have **vacated the building in their entirety by 21:30**, for which the Hirer is responsible for ensuring takes place, to allow for the final building security checks to take place. Where a weekend booking has been agreed, these have an earlier finish time of 18:00.
- c) If any guests of the Hirer remain in Chambers after the end time stated on the booking form, Garden Court Chambers reserves the right to charge an additional cost, based on the standard room hire rate.

### 8. Obligations to Garden Court Chambers Ltd:

Garden Court Chambers Ltd will use its best endeavours to supply the accommodation specified in the booking form. Garden Court Chambers Ltd shall not be liable for any failure to provide the accommodation reserved when that failure is caused by an event beyond its reasonable control although Garden Court Chambers Ltd will use its best endeavours to provide alternative accommodation. Garden Court Chambers Ltd also reserves the right to determine and vary the location of any accommodation to be used at its discretion both before and during the period of hire.

**9. Liability:**

Garden Court Chambers Ltd will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon Garden Court Chambers Ltd's premises either by the Hirer or by its Agents, Contractors or Delegates. The Hirer shall be liable for and indemnify Garden Court Chambers Ltd against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, Agents, Contractors or Clients.

**10. No Smoking Regulations:**

- a) **Smoking is prohibited in and immediately outside the Garden Court Chambers Ltd building**
- b) Garden Court Chambers Ltd smoking regulations will be observed by the Hirer at all times.

**11. Copyright:**

The Hirer is responsible for ensuring that no copyright laws are broken during events held on Garden Court Chambers Ltd premises.

**12. General:**

The Hirer and any parties brought into Garden Court Chambers Ltd are expected to behave in a responsible manner, with due regard to the regulations of Garden Court Chambers Ltd (including those relating to statutory fire and safety requirements) and any reasonable instructions of Garden Court Chambers Ltd and its officers. Any breach in respect of the Hirer's obligations may result in termination of the booking.

**13. Correspondence:**

Any notice to the Hirer shall be given at the address on the booking form or any other address provided by the Hirer at the time of booking.

**14. Jurisdiction and Proper Law:**

The contract, constituted by the booking form and Garden Court Chambers Ltd's confirmation thereof, shall be subject to English law and shall be deemed to have been made in England. Garden Court Chambers Ltd - A company Limited by Guarantee. Reg. No. 4170425. Registered Office: Garden Court Chambers Ltd, 57- 60 Lincoln's Inn Fields London WC2A 3LJ VAT NO GB 244 896 718

**I have read, understood and accept Garden Court Chambers Ltd Terms and Conditions of Room Hire, as stated above.**

**Name:**.....

**Signed:**.....

**Date:**.....