

Venue Hire Agreement for London Bridge Hive

This document constitutes an agreement between Team London Bridge and the Hirer for hire of 'London Bridge Hive' as agreed. Team London Bridge agrees that, in return for payment of the Hire Fee, it will secure use of the event space for the Hirer.

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1. HIRE AGREEMENT

London Bridge Hive reserves the right to change the Hire Area and provide an equivalent space if required. Should an equivalent space not be available then alternative date(s) will be arranged.

1.1 Definitions

Venue – London Bridge Hive, 1 Melior Place, SE1 3SZ

Venue Manager – Team London Bridge staff.

Hirer - Must be a registered organisation (business, charity, not-for-profit, etc.) for invoice and insurance purposes.

Booking – the duration for which the Hirer wishes to rent the Venue; the period from the start of the Setting Up Period until the end of the Removal Period

1.2 Pencilled Bookings – Provisional bookings can be held until the end of office hours. The venue will contact the Hirer between 9:00am – 5:00pm to confirm if the Hirer would like to proceed with their reservation; However, if the Hirer fails to communicate with the venue, the pencilled booking will be automatically removed by the end of the day. If the Hirer does contact the venue but is still

undecided whether or not they would like to proceed an extension can be given to allow the Hirer to reach a decision.

1.3 Hire Fee - The Hire Fee is agreed by email and will be paid by the Hirer to the Venue Manager on the days specified in this agreement.

1.4 Payment – All payments and financial transactions **must** be made by BACS to London Bridge BID Company (trading as Team London Bridge), registered address 1 Melior Place, London, SE1 3SZ. Team London Bridge does not accept any other alternative form of payment such as debit, cash or cheque.

The invoice is to be settled within 30 days of the date it was issued, or 5 days in advance of the date of the booking (whichever date comes first). If the payment has not been cleared, TLB holds the right to cancel your booking in addition to refusing any future enquiries made by the Hirer in the future.

1.5 Refunds and Cancellations

For cancellations received more than 14 days ahead of the booking 75% of the Hire Fee will be returned. If there is agreement between the Hirer and Venue Manager, the Hire Fee can also be saved as credit for a future booking (the new booking date must take place during the current financial year).

For cancellations received less than 14 days ahead of the booking, no refund will be possible.

Team London Bridge may cancel a booking if:

- The Hirer has not settled the invoice 5 days in advance of their booking.
- The Venue or any part of it is closed due to circumstances outside its control.
- If the Hirer becomes insolvent or enters into liquidation, bankruptcy or receivership.
- If it becomes apparent that the nature of the booking will be breaking any of the House Rules listed in section 2 below.
- To avoid a breach of these conditions.

2. HOUSE RULES

Upon consent to allow the Hirer to use the event space, the Hirer agrees to be responsible for the hire space taking the highest degree of care of the premises and any fixtures, fittings, equipment or other property within the duration of their contract and to uphold the venue's following house rules:

2.1 Generic House Rules:

- The Hirer shall not use the premises other than for the purposes specified in the agreed contract.
- The Hirer shall not display any: offensive, discriminatory or religious propaganda in, on or outside the premises. If the Hirer wishes to advertise their goods, services or campaign they must receive permission from the venue hire first.
- The Hirer shall not affix or drive into any part of the premises or its fixtures and fittings with any form of bolts, nails, tacks, screws, bits, pins, adhesives or any other similar articles.
- The Hirer shall not remove any fixtures, fittings or furniture unless given consent to do so by the lease holder or Manager or other persons approved by the Manager.

- The Hirer shall accept responsibility for damage or negligence of the Hire Area and property caused by the acts or defaults of the Hirer, its agents, officers, sub-contractors, and guests. The costs for repairs will be determined by Team London Bridge and will be provided to the Hirer.
- If any unauthorised property is left on the premises for more than two weeks Team London Bridge reserves the right to dispose of these items.
- The Hirer must inform the venue if they intend to leave any of their property or valuables on the premises and accept and acknowledge that Team London Bridge has no liability over their items and holds the right to refuse a request with giving a reason.
- The Hirer shall not be entitled to use or have access to any part of the premises other than the event space, toilets, lobby and kitchen (with expressed permission).
- The Hirer shall not use the event space or the premises for any activities which are deemed as dangerous, offensive, illegal or immoral in Team London Bridge's opinion.
- The Hirer shall not supply or arrange for a service provider to supply, alcoholic drinks at the premises without the venue hires permission.
- The Hirer shall not encourage, promote or authorise the use of any harmful substances, unlawful activity or smoking (including e-cigarettes).
- During the booking it is the responsibility of the Hirer to become or allocate a Fire Marshal and ensure that at least one person is a trained First Aider amongst their group.
- Marketing: If your event is a public event, London Bridge Hive can publicise it on our website and mention you in our social media outlets. We require all your promotional material at least 14 days in advance. If you want to utilise these services, you should submit your details before that time.

2.2 Out of Office Hours Bookings House Rules

The venue is only supervised by staff Mon - Fri, 9am – 5pm. Bookings can be arranged outside of these days and hours but under the following additional conditions:

- The Hirer must be respectful to external employees that come solely to open and lock the building out of hours and endeavour to be punctual for their agreed booking times. Failure to arrive promptly without informing external employees will result in the building staying locked and the Hirer not having access to the premises. The Hirer's reservation shall be treated as a cancellation.
- The Hirer must by the end of the de-rigging period clear all items, articles, rubbish, objects (fixed or otherwise) not belonging to London Bridge Hive from the Hire Area, surrounding areas; promptly disposing of any perishables and leaving the premises in the condition in which it was found.
- The venue must be attended until the agreed time for lock up, including in the event of the booking finishes earlier than the set time agreed.
- The venue shall not be left unattended at any given time during the agreed booking times, in order to avoid putting the entire premises in danger. Any damages or loss of property that occur due to this is the responsibility of the Hirer.

3. HEALTH AND SAFETY

It is the responsibility of the Hirer to undertake and comply with all the requirements of current Health and Safety legislation.

3.1 Emergencies and Evacuation – In the event of a fire or any other circumstances that call for immediate evacuation all persons within the building must leave through either Melior Place or Snowfields entrance located on the ground floor and then gather at the ‘Horseshoe Inn’ pub as the designated safe point.

3.2 Security - All entrance doors are always to be kept shut unless supervised by a member of staff and only opened to known individuals during private bookings and events. The Hirer should instruct their guests to press the buzzer for London Bridge Hive upon arrival for opening the door and letting them in.

3.3 Anti-Harassment Policy - Following the ‘Equality Act of 2010’, any form of reported harassment to a guest, employee or resident based upon their, religion and belief, colour, gender (including gender reassignment), marital/civil partnership status, age, nationality, ethnic or national origin, disability or sexual orientation will be treated as gross misconduct allowing Team London Bridge to terminate the ongoing contract and request that the Hirer and guests leave the premises.

3.4 Child Protection and Safeguarding Policy - The safety, welfare and protection of any child and/or employees is paramount, and all suspicions and allegations of abuse should be taken seriously and will be addressed as soon as possible. If a booking will involve under 18s as guests, it is the Hirer’s responsibility to ensure the adequate ratio of adults to minors be respected and that all adults be DBS checked.

3.5 Noise Limitation - London Bridge Hive has very close residential neighbours, including office workers throughout the building. The Hirer is responsible for making sure that there is no excessive noise, including loud music, live music or anything else that might disturb the neighbours and other occupiers – unless prior approval has been approved with the Venue Manager.

Any refusal to comply with the venue manager’s instructions can result in the engagement being terminated without refund.

3.6 Insurance - London Bridge Hive has a standard Public Liability Insurance. This does not cover high-risk activity. Any high-risk activities must be discussed with the Venue Manager and the Hirer must provide a written risk assessment in writing before the date of the event.

Additional insurance may be required for certain activities. Please discuss any high-risk activities with the Venue Manager at least two weeks in advance of the booking.

No insurance is provided for any property of any visitor or hirer. Please source additional insurance if you intend to leave valuable items on the premises.



4. Signature:

Name:

Organisation:

Signature: _____

Date: