VENUE HIRE TERM AND CONDITIONS

Between the Bridges LTD gives you permission to use the agreed area for the time and purpose detailed in the booking form. This is subject to the following:

1. The booking contract between us is made up of the completed contract and these terms and conditions. All bookings are subject to these terms & conditions.
2. A booking is confirmed when we issue a booking confirmation following receipt of the deposit and a completed contract. Your booking is provisional until then and we may cancel it, without liability, by sending you a written notice of cancellation. If you have paid the deposit it will be refunded to you.
3. The detailed arrangements concerning your event should be discussed and agreed with your Event Manager and will be recorded on an Event Plan to be signed by yourself and the Event Manager prior to the event.
4. If there are any changes to your requirements, please notify us immediately. If these changes materially impact the nature of the event we reserve the right to cancel the booking.
5. Please confirm the final number of attendees to the Event Manager no later than 10 days before the event, unless otherwise stated in the contract. We reserve the right to charge extra if the number of guests exceeds the original number provided by you.
6. For Table and Area bookings Between The Bridges may make use of other venues on site for public activities during the hours of 12pm – 11pm daily. These activities must be able to coexist with event set-up in the structure, and may not block other customers from accessing. Any set up that requires the venue to be closed to the public must be agreed in advance by both parties, with minimum six weeks’ notice. Any Between The Bridges events that require a date to be held off sale are to be agreed in advance by both parties, with a minimum six week’s notice.
7. The hirer must observe at all times any reasonable restrictions or conditions which the Licensor (or any other authorised representative of the Licensor) wish to impose in relation to any matter concerning the Event including (without limitation) access, supplies, parking, movement of vehicles and routing of power leads; Event organizer needs to make the venue aware of all venue set – up requirements which need to be approved by the venue in advance.
8. The cost of food relates only to the food provided by our traders, and cannot be transferred to any other products, including drinks. This spend is charged on behalf of our food traders. All food tokens

must be purchased in advance, and are only available for your event date, any unused tokens or unspent budget cannot be refunded or transferred to another date.

1. Where a food trader minimum spend has been agreed in the contract, this cannot be transferred to other traders, dates or products, including drinks.
2. Between the Bridges LTD are not responsible for any dietary requirements or allergies and the provision of food is entirely at your own risk. However, our street food traders are independently vetted on their food safety and are required to keep their allergens list on site and available at all times. Each trader will be happy to help with any specific requirements where possible if these are provided in advance.
3. Additional food and drink cannot be brought into the host venue, unless by prior agreement with the management. We reserve the right to impose a ‘corkage’ charge, which will be agreed with you in advance.
4. Cancellation policy Cancelling your event:
	1. If written notice of a cancellation is received from you more than 2 months prior to the event date the deposit will be retained by us.
	2. If written notice of a cancellation is received from you less than 2 months prior to the event the full cost of your event will be payable.
5. Rescheduling your event:

If written notice is received from you more than 3 months prior to the event date requesting postponement and the rescheduled event takes place within the same calendar year of the original event date, at the event managers discretion 50% of your deposit can be transferred to the rescheduled event. If written notice is received from you less than 3 months prior to the event date requesting postponement the deposit will be retained by us, if written notice is received from you less than 2 months prior to the event date requesting postponement the full cost of your event will be payable.

1. Where a minimum spend has been agreed in the contract, you must pay the greater of this amount or the actual spend incurred by guests at your event. Where a deposit has been taken, this shall be deducted from the minimum spend or the actual spend (whichever is greater), with the difference to be paid by you, in full, on the day of the event, unless otherwise agreed in advance in writing.
2. Any final settlement of the bill must be made by credit or debit card payment by the finishing time of the event unless payment terms with Between the Bridges LTD has been agreed prior to the event in writing.
3. We reserve the right to make a charge for events that run outside the agreed event times. If charges are applicable you will be notified in advance.
4. If, due to circumstances beyond our control, we need to relocate your event to another area within the venue, we retain the right to do so without liability. Applicable to table and area bookings.
5. If, in our reasonable opinion, the nature of the event or the type of clientele is different from the event details as stated on the contract, we may in our absolute discretion cancel your booking without liability.
6. You undertake to comply (and to ensure that your guests comply) with all applicable laws, licences, regulations and policies in force at the host venue, including, but not limited to, ensuring that no fire exits and routes are obstructed at any time.

Entertainment:

1. The client shall be entitled to provide entertainment of pre-recorded and/or live brands / acoustic music during the event, provided the client:
2. agrees to comply with the terms of the Licensor's PRS and PPL Licences (if and as applicable).
3. keeps any live bands / acoustic or recorded sound within venue-specified volume limits, as agreed with Lambeth council in the premises licence. If the noise exceeds the limit 75dB agreed, or attracts complaints from neighbours or Between The Bridges staff, the venue will take action to ensure that the noise be reduced to a level within the Limit. If the Client does not comply with this request, Between The Bridges reserves the right to close down the event.
4. provides written details of any entertainment planned in advance with the venue, including a full list of musical instruments planned to be brought on site. The venue reserves the right to veto any entertainment deemed likely to cause H&S or licensing issues.
5. run all recorded music through the venue’s in-house PA system, managed by the venue's in-house technician.
6. You may not use the host venue for any activities which are illegal, immoral, offensive or dangerous or which may become a nuisance to the owners or occupiers of any neighbouring properties.
7. We reserve the right to eject from, or refuse admission to, the host venue any visitor or guest deemed in the reasonable opinion of our staff or security personnel to be intoxicated, unruly, threatening, violent, dangerous. We will not in any circumstances permit the number of guests to exceed the capacity of the host venue. We will liaise with the client/lead booker ahead of when making any decisions that may impact the event.
8. Any damage to, or theft of, property at the host venue (including, but not limited to, furniture, fixtures and fittings and any other property of the host venue) caused by you or your guests will be charged to you at full replacement cost.

Event Control:

1. The client agrees that the hire of the venue does not give them control of the event when the event is in operation. The venue management team will have final say on all decisions made to ensure that the venue is compliant with the Event Management Plan, Sound Management Plan, and the venue’s licence, all as agreed with Lambeth Council, at all times for the duration of the hire.
2. Security staff inside and on the door of the host venue will be provided by the host venue. You must follow any specific security-related instructions that may be given by security staff at any time. Should you wish to bring in additional security for any reason, the Event Manager must be notified at least 7 days prior to the event and alternative arrangements may then be made at our discretion, for which additional charges may apply.
3. Your contractors and subcontractors may not enter, and shall not make any alterations to, the host venue without prior approval from the Event Manager. Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or other means without prior written approval. You will be charged by us any costs or damages incurred through the use of equipment by you or your contractors at the host venue.
4. Any contractors who intend on entering the site must provide a purpose written RAMS within 14 days of the event date. Risk assessments must be authorised by Between the Bridges Ltd and the South Bank centre before work commences on site. Failure to provide the RAMS can lead to cancellation of the event.
5. To the fullest extent permissible by law, we accept no liability whatsoever for any loss, damage or injury to your property, or the property of your guests or any other people for whom you are responsible.
6. Prices are subject to revision at any time in the event prior to the contract being signed due to any of any increases in our costs for hosting the event (including, but not limited to, excise duty changes). We will honour the price of any wines, beers, spirits and other consumables as specified to the booking form and contract. Any alternatives will be discussed and approved by the client before confirming and/or ordering.
7. We shall not be liable for any delay or for the consequences of any delay in performing or failure to perform any of our obligations under any agreement with you if such delay is due to any cause whatsoever beyond our reasonable control (including, but not limited to, war, terrorism, lock outs, accidents, fire, blockades, petrol shortages, severe weather or natural catastrophe). In the event of cancellation under this clause, we will refund any deposit paid by you minus any non-cancellable commitments upon proof of such commitment or payment.
8. If the name of the client and the name of the person responsible for payment are different from the person, firm or company making the reservation, Between the Bridges LTD should be notified at the time of booking.
9. This Agreement (and all non-contractual relationships arising out of or related to it) shall be governed by and construed in accordance with the laws of England. The parties hereby submit to the exclusive jurisdiction of the English courts.