

# Terms and conditions for hire of premises



Art Workers' Guild Trustees

## Bookings

Bookings are considered binding on receipt of the signed and completed registration form. Hirers will be invoiced in full for room hire, catering and equipment use no more than seven days after the event. Rates charged will be those which apply at the time of the event, details of which are available on our website [www.artworkersguild.org](http://www.artworkersguild.org). Bookings are made in two or four hour periods. Extensions after 10pm are available at an extra charge. Social parties involving drinks and food are charged at a special rate.

## Payment terms

Payment terms are 21 days from invoice date. Interest for late payments will be charged at 4% over the current Bank of England base rate. **If invoices are outstanding beyond this period, the Art Workers' Guild Trustees Ltd reserves the right to cancel all future bookings held by the hirer.**

## Cancellations

Any cancellations must be made in writing **at least one calendar month** before the hiring date. Within this period, hirers will be charged the full room-booking fee. This includes any changes of booking date.

## Access

The premises are not available for hire during the following periods:

Sundays and Bank Holidays

Between the beginning of August and the first full week in September

From 20 December to 2 January

Site visits can be arranged by appointment with the Guild Steward.

Hirers who require access before the event in order to set up must book for extra time.

The premises are not available for the purpose of storage of any kind.

## Catering

Food and drink may be ordered at the rates which apply at the time of the event, as detailed on the tariff sheet. All food and drink orders should be finalised no later than two working days before the event. All food and drink will be invoiced as ordered, with the exception of bottled water, fruit juice and wine, which will be invoiced per bottle/carton opened.

## Furniture and tableware

Any furniture moved by the hirer **MUST** be returned to its original location after the event. The Guild Steward, who is resident on the premises, is able to advise on this.

Guild crockery, cutlery and glasses are available for use and the Guild Steward offers a washing up service. Hirers may choose to wash up, using the commercial dishwasher and tea towels provided, if the kitchen is available to do so. Otherwise, washing up will be charged at the current rate on the tariff sheet.

## Audio-Visual Equipment

The Guild's audio-visual equipment is available for hire. The Guild recommends that lecturers rehearse with the equipment before the start of the lecture. If hirers wish to bring their own equipment, this must have been maintained in a safe condition, in order to satisfy the terms of the Electricity at Work Regulations, 1989.

## Rubbish

Black bags and clear recycling bags are placed at the hirer's disposal. Please collect up all rubbish in tied up bags, taking care not to overload each bag, and leave with the Guild Steward.

## Wi-Fi

Wi-Fi is available throughout the hireable areas of the building on an 'as-is' basis. Due to the nature of the service, the hirer acknowledges that faults, technical difficulties and/or loss of signal may lead to temporary unavailability of Wi-Fi. The hirer understands that the Wi-Fi connection is not a secure network or a secure way to access the network. It is the hirer's responsibility to take all appropriate measures to protect their own data and/or software, including but not limited to, contamination by viruses that may travel over the internet and/or from third-party intrusion into their device. Hirers must not attempt to access or download copyrighted or illegal content while using the Guild's Wi-Fi.

## Use of the Premises

The hirer shall not use the premises for any purpose other than that described in the booking form, and shall not sub-hire or use the premises, or allow the premises to be used, for any unlawful purpose. Nor shall the hirer do anything, or bring onto the premises anything, which may endanger the same or render any insurance policies invalid. The hirer must not allow the consumption of alcohol thereon without written permission.

## Health and Safety

The Guild has public and product liability insurance for all events booked.

While the hirer is using the building, they will be deemed as a 'responsible person' and must therefore make necessary arrangements for safe evacuation. The hirer **MUST** leave all communal passages and fire escapes clear at all times. It is forbidden to store goods, or set up a reception or display in the entrance hall.

**Unless locked, the front door must be manned at all times.**

If preparing, serving or selling food, the hirer must observe all relevant food and hygiene legislation and regulations.

## Damage

Art Workers' Guild Trustees Ltd cannot accept responsibility for any articles lost, stolen or damaged belonging to the hirers or their guests, whether or not due to the negligence of the company's staff. The hirer shall be responsible to the Guild and shall reimburse the Guild for any damage to the Guild's fixtures, fittings and furniture, or his or her staff, agents or visitors, whether authorised or unauthorised.