

# Terms and conditions for hire of premises



## Art Workers' Guild Trustees

### Bookings

Bookings are considered binding on receipt of the signed and completed booking form. Hirers will be invoiced in full for room hire, catering and equipment used 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). All bookings are made in two or four hour periods. Private functions, including book launches, involving drinks and food are charged at a special rate.

First-time bookings are not secured until payment is made. Invoices for room hire will be issued at the time of booking and are payable within 21 days. For first-time bookings that take place within 21 days, invoices are payable immediately on receipt. Other charges (e.g. catering) will be invoiced after the event.

### Payment terms

Payment terms are 21 days from invoice date (except for last-minute first bookings – see above). 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 to the House Manager at [roomhire@artworkersguild.org](mailto:roomhire@artworkersguild.org) at **least one calendar month** before the hiring date. Within this period, hirers will be charged the full room-booking fee, plus 50% of the Hybrid AV cost if requested. This includes any changes of booking date. The Art Workers' Guild reserves the right to cancel a booking for reasons beyond its reasonable control. Should this be necessary, it will give the hirer as much notice as is reasonable in the circumstances, and any deposit paid by the hirer will be refunded.

### Access

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

- Sundays and Bank Holidays
- Between the beginning of August and the end of the first full week in September
- From 20 December to the end of the first full week in January

Site visits can be arranged by appointment with the House Manager.

Hirers will have access half an hour before the start time of their booking. If they require more time to set up, then this must be booked with the House Manager and will be charged.

A responsible representative for the booking must be present at all times throughout the booking and must make themselves known to the House Manager on arrival.

Hirers will be charged by the hour until all guests have left the building and they are responsible for ensuring this is done in a timely fashion.

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 one week 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.

If the hirer is self-catering/using external caterers, set up time must be included in the hours booked. Deliveries and collections of equipment/food/drink must be agreed in advance with the House Manager, and all collections must be arranged for the following day at the latest.

If self-catering, Hirers are responsible for clearing and collecting all equipment and catering supplies themselves.

### **Rubbish**

Rubbish 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 House Manager.

### **Furniture and tableware**

Any furniture moved by the hirer MUST be returned to its original location after the event. The House Manager and staff will be able to advise on this.

Guild crockery, cutlery and glasses are available for use.

### **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 and that they should bring their presentations on a USB stick. 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.

We have the facility and equipment to hold hybrid events (online on Zoom and in person), which is managed by an AV engineer. This service must be booked with our House Manager in advance and is only available with our AV engineer services included.

### **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 by the Hirer.**

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.