



Hire Terms and Conditions

1. General

The Client accepts that they are satisfied with the facility and that they have deemed it to be suitable for the purposes of the hire. **Square Suite** provides all potential hirers a no obligation 'Venue Tour' option via www.squaresuite.co.uk available weekly on selected days.

The available space for hire on the premises is; -

1) SQUARE SUITE (Ground floor, Front building, 4 Raven Road, South Woodford, E18 1HB)

Smoking is strictly prohibited within the premises and **Square Suite**.

The designated smoking area is at the front of the building.

All hirers and guests of **Square Suite** premises should be aware that HD remote viewing CCTV is in constant operation at all times.

The sale of alcohol is allowed with the permission of **Square Suite** and we request in advance that all hirers notify us of such intention.

Square Suite assumes in good faith that any person during a booking using provided equipment is competent with its use.

All bookings are accepted solely at the discretion of **Square Suite** management and we on some occasions will need to refuse certain event types.

Square Suite may terminate this agreement immediately by notice in writing (email) in the event that the Client does not adhere to the terms and conditions herein.

Any termination of this agreement (however caused) by either party shall not affect any rights or liabilities of either party which have accrued prior to the date of termination nor shall it affect the coming into force or the continuation in force of any provision of the agreement expressed to survive such termination.

2. Venue Policies

Equal Opportunities

Square Suite is committed to providing facilities within the context of equal opportunities. In line with our *Equal Opportunities Policy* (which is available on request), we request that hirers of our facility be mindful of language and behaviour whilst on site.

Child Protection

It is the policy of **Square Suite** to ensure that all young people who are involved in its programmes/projects or on our premises are safe. We safeguard their welfare by protecting them from physical, sexual and emotional harm. All hirers will abide by Square Suite's *Child Welfare Policy* (also available on request) and ensure that all children are appropriately supervised at all times in line with all health and safety and legal requirements. The Client must ensure that anyone supervising children or other vulnerable people, as part of a project have had the appropriate DBS check.

All Clients need to be aware that for some event types **Square Suite** may require a Supervisor to be present for part of or the whole duration of the booking. This protocol is to ensure that the booking runs smoothly and that there is a **Square Suite** representative on site to assist where necessary. Our Supervisors are easily identified by either a lanyard bearing the **Square Suite** logo. We also understand that some Clients may require FEMALE ONLY Supervisors during their booking. This request MUST be made in advance.

Marketing

It is within the interest of **Square Suite** to capture material for marketing purposes. At times, it will be necessary for a member of our team to capture video footage and images from various bearing the **Square Suite** logo. By accepting these Hire Terms & Conditions you understand that material may be captured during your booking and used for business marketing purposes.

3. Booking Procedures

EVENT bookings will ONLY be confirmed after the receipt of a completed booking form and a security and damages deposit payment.

Pencilled bookings or verbal agreements are NOT made under any circumstances.

There must be a named individual on the booking form who will take responsibility for the observance of the terms and conditions herein.

Hirers of the space MUST check-in with a staff member of **Square Suite** upon arrival at the premises.

It is the responsibility of the Client to make sure that all details on the booking form are correct before submission and that the Client is able and understands the hire terms and conditions.

All hirers MUST indicate the purpose of the hire accurately. Failure to accurately indicate hire purpose will result in the security and damages deposit being withheld.

Bookings will be accepted up to FOUR months in advance.

Bookings are made on a first come first served basis.

Bookings are only confirmed upon **Square Suite** having receipt of a fully settled invoice or a security and damages deposit payment. An official **Square Suite** confirmation email will follow to further remind the Client of their booking and the information that we have held on the system.

All bookings will be held on an internal **Square Suite** diary system.

4. Fees and Payment

Square Suite

ALL EVENT BOOKINGS in Square Suite will require a security and damages deposit payment of £100.00 payable to **Square Suite** in order for the date/s, time/s and possible resources to be secured.

ALL ENTERPRISE BOOKINGS in Square Suite will require a deposit of AT LEAST 50% payable to **Square Suite** in order for the date/s, time/s and possible resources to be secured.

Event deposits will be returned to the Client via the original payment method, within FIVE working days following the booking date providing there are no disputes, damages or unauthorised overstay within the space. All events at **Square Suite** will incur a £30 mandatory professional cleaning fee charge. This is to ensure that the space is restored to the original condition upon hire and is deducted directly from the security and damages deposit.

WE WILL NOT IN ANY INSTANCE REFUND THE DEPOSIT FEE BACK TO A CLIENT, WHERE THE CLIENT HAS CANCELLED THE BOOKING.

Square Suite will invoice the Client in advance for the full hire fee with the invoice stating the date/s, time/s and possible resources which are being held on the system for the booking.

The invoice will detail:

- i) Security and Damages Deposit
- ii) Square Suite Hire Fee
- iii) Additional Items (where relevant).

The FULL balance of the hire fee must be paid at least 3 weeks in advance of the booking. The payment deadline can be found in your official **Square Suite** confirmation email.

The Client will not be granted access to Square Suite if the hire fees have not been paid in full and in advance.

In the event of disputes, damages or unauthorised overstay within the space, it is within Square Suite's right to collect necessary payment partly from or withhold the full security and damages deposit from the Client.

We have full HD remote viewing CCTV within Square Suite and around the premises. Where necessary, we will use our CCTV system to confirm time of exit, damages and any other disputes.

BOOKINGS WHERE THERE IS LESS THAN 5 WORKING DAYS IN ADVANCE OF THE REQUESTED DATE WILL NEED FULL PAYMENT OF INVOICE, IN ORDER TO SECURE THE DATE, TIME AND POSSIBLE RESOURCES.

5. Use Of The Building and Insurance

The Client will have access only to Square Suite, the communal kitchenette, toilets and other such common areas within the premises. The Client must only use Square Suite for the purposes detailed on the booking form.

The Client will be responsible for any damages incurred to Square Suite's property or the overall building which arise from actions relating to the activities from the hire or from actions by guests of the Client's. It is the Client's responsibility to ensure that all relevant insurance policies relating to the activities carried out in the space have been taken out.

Any equipment brought onto the premises by the Client is done so at the Client's own risk and **Square Suite** takes no responsibility for loss or damage to any of these items.

The Client will ensure that any hot food consumed within square Suite will be bagged and ready for disposed by the professional cleaning team.

All of the Client's equipment is to be removed from Square Suite following the hire. If items are left on site following the booking (i.e. catering equipment, furniture etc.) Square Suite will charge the Client a £20 overnight storage fee.

The standard access hours at **Square Suite** are:

Monday - Sunday
09:00am – Midnight

Early access to Square Suite (from 7am) will only be possible with advance notice and will incur extra costs over and above the standard hire fees.

The Client agrees to ensure that no activity will take place in the building which will harm or endanger the health and safety of anyone using **Square Suite**. Any company partaking of an activity where injury, damage or a risk to health and safety may be possible, must provide **Square Suite** with a risk assessment and a method statement in advance.

The Client will only have Square Suite unlocked for them on the day of the booking once they have met with a Square Suite staff member.

The Client hereby acknowledges that there are limited parking spaces available at the front of the building on a first come first serve basis.

The Client agrees to have obtained all necessary licenses, certificates and permissions related to the activities which it will carry out at **Square Suite**. Both parties agree to abide by any regulations relating to the use of the venue imposed by any outside party having authority over the premises.

6. Period of Hire and Over-stay Charges

Square Suite

The Client will be given access to **Square Suite** 30 minutes before the start time of the official booking time as standard unless otherwise agreed.

An overstay charge will be incurred for any hour or part of an hour which the Client stays in Square Suite beyond the booking end time submitted . All persons and equipment connected with the Client must be out of the room by the stated time.

7. Alteration Fee

Changes to bookings can be made in advance. Any alterations to a confirmed booking must be emailed to hello@squaresuite.co.uk. Alterations requested by the Client for a change of date relating to a booking held on the system, already invoiced **AND** fully or part paid will incur a £10.00 charge to cover administration costs. This charge will be deducted from the Client's initial security and damages deposit held by **Square Suite**.

8. Cancellation

All cancellations must be emailed to hello@squaresuite.co.uk

The cancellation of a booking which has already been confirmed by email either partly or fully paid shall be subject to the following cancellation fees:

Square Suite

Where a booking has been paid for by the Client before a cancellation request, a refund will be payable (*less the security and damages deposit*):

80%	with 2 or more months' notice
50%	with up to 1 months' notice
0%	with up to 1 weeks' notice

9. Limitation of Liability

The Client acknowledges that Square Suite's obligations are exhaustively defined in this agreement.

Except in respect of death or personal injury caused by the negligence of **Square Suite** or its representatives, **Square Suite** shall not be liable to the Client by any reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law,

or under the express terms of the agreement, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of **Square Suite**, its agents or otherwise) which arise out of or in connection with this agreement.

10. Fire Risk & Damage to Property

The Client:

Shall be responsible (in any case not attributable to Square Suite Management) for such cover in respect of the Client's employees and members of the public, and against all risks in respect of the property of the Client and its employees arising out of the use and occupancy of the space. In this respect the Client undertakes that the activity shall not be dangerous nor harmful to members of the Client, employees of Square Suite Ltd, or participants, and shall be liable for and make good all damage done to **Square Suite** or to any furniture, fittings, fixtures, scenery and assets belonging to Square Suite Ltd caused by the act, default or neglect of the Client or any of its members.

Shall effect and maintain adequate insurance against fire and all other risks upon all property whether its own or that for which it is responsible that it may use for the purposes of the hire, and shall effect and maintain adequate insurance cover for its legal liability to those persons employed by the Client.

Undertakes to abide by fire regulations relating to the use of combustible materials in the construction of any set or properties ensuring all materials are fire retardant, maintaining all exits, gangways, and doorways clear at all times, and all regulations appertaining to the use of firearms and pyrotechnic devices.

Square Suite's Responsibilities:

Shall provide the space as normally installed.

Reserves the right to superintend and control **Square Suite** for the protection and accommodation of the public and for the fulfilment of all the obligations, terms and conditions of any and all licenses relating to **Square Suite**.

Have the relevant public and employer's liability cover as an 'Event Organiser' in respect of the space, employees of **Square Suite** and the general public viewing & visiting the venue.