



# 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 of either space a no obligation 'Venue Viewing' option via [www.squaresuite.co.uk](http://www.squaresuite.co.uk) available on weekdays.

The available spaces for hire on the premises are; -

- 1) *Events & Enterprise (Ground floor)*
- 2) *Media & Photography (Level 2)*

Smoking is strictly prohibited within BOTH **Square Suite** spaces.

The designated smoking area is the front of the building.

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

The consumption of alcohol is granted strictly with the permission of **Square Suite**.

**Square Suite** assumes in good faith that any person during a booking (in either space) using its equipment is competent with its use.

All bookings are accepted solely at the discretion of Square Suite Management.

**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 the *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** policy to look after all young people who are involved in its programmes/projects or on our premises and 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 must have had the appropriate DBS check.

### Security & Stewards

All Clients need to be aware that for some event types **Square Suite** will need to charge the Client an additional fee to cover the cost of our security staff (10pm onwards). **Square Suite** may also require a Steward to be present for part 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.

### 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 the Square Suite Team to capture video footage and images from various event types. By accepting these Terms & Conditions you understand that material may captured during your booking and used for business marketing purposes.

## 3. Booking Procedures

**Bookings will ONLY be accepted after the receipt of a completed booking form.**

**Pencilled bookings or verbal agreements are not made.**

Hard copies of booking forms must be signed.

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** sign-in with a member of Square Suite staff (Management or Steward) once entry is granted to the premises.

It is the responsibility of the Client to make sure that all details on the booking form are correct before submitting and that the Client is able and understands the Terms and Conditions.

All hirers **MUST** indicate the purpose of the hire accurately. Failure to accurately indicate hire purpose will result in the space hire deposit being withheld.

Bookings will be accepted up to three months in advance.

Bookings are made on a first come first served basis.

Bookings are confirmed upon the Client's receipt of the invoice and branded **Square Suite** confirmation email.

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

## 4. Fees and Payment

### EVENTS & ENTERPRISE SPACE

ALL BOOKINGS in this space will require a deposit of either £120.00 or £60.00 payable to a member of Square Suite Management in order for the date/s, time/s and possible resources to be secured.

Deposits will be returned to the Client via the original payment method, one working day following the booking date providing there are no disputes, damages or overstay within the space

**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 Space 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) Deposit Fee
- ii) Space Hire Fee
- iii) Additional Fee (where relevant).

The FULL balance of the Space Hire Fee must be paid at least 5 working days in advance of the booking.

The Client will not be granted access if the Space Hire Fee has not been paid in full and in advance.

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

**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.**

### MEDIA & PHOTOGRAPHY STUDIO

#### ADDITIONAL PRICING

ALL Media & Photography studio bookings include one selected Colorama backdrop and a Bowens flash kit.

Extra Colorama backdrops are charged at £10 per 2 metres (distance from measuring line backwards). Any additional materials MUST be paid for in advance of use.

**Square Suite** will invoice the Client in advance for the full Space 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) Space Hire Fee
- ii) Additional Fee (where relevant).

The FULL balance of the Space Hire Fee must be paid at least 5 working days in advance of the booking.

The Client will not be granted access if the Space Hire Fee has not been paid in full and in advance of the booking time.

**SQUARE SUITE WILL GRANT THE CLIENT ACCESS TO THE MEDIA & PHOTOGRAPHY SPACE 15 MINUTES BEFORE THE BOOKING TIME AND WILL ALLOW THE CLIENT 15 MINUTES ADDITIONAL TIME AT THE END TO CLEAR THE SPACE.**

In the event of overstay, Square Suite Management will at all times bill directly to the Client unless additional time has been paid for in advance of the extra period.

In the event of damages, Square Suite Management will at all times bill directly to the Client.

**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.**

A maximum of 15 people are allowed access with each booking of this space. Larger groups will need to be negotiated with Square Suite Management.

## 5. Use Of The Building and Insurance

The Client will have access only to the space selected on the booking form and invoice and to toilets and other common areas. The Client must only use the space for the purposes detailed on the booking form.

The Client will be responsible for any damage done to Square Suite's property or the overall building which arise from actions relating to the activities in the hire or from actions by members of the Client's group. 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.

Space hired by the Client must be left in the condition in which it was found and in a reasonable state of tidiness and cleanliness. The Client will ensure that the space hired will be cleared of debris and that rubbish is bagged and disposed of. All of the Client's equipment is to be removed from the space following the hire.

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

Monday - Sunday  
10:00am – Midnight

Access to the space outside of these hours will only be possible with advance notice and will incur extra costs over and above the standard space hire fee.

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 the room unlocked for them on the day of the booking once they have met with a Square Suite Manager or Steward.

The Client hereby acknowledges that parking spaces are 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

The Client will be given access to the **Events & Enterprise** space 30 minutes before the start time on the confirmation email as standard.

An overstay charge of £60.00 will be charged for any hour or part of an hour which the Client stays in the **Events & Enterprise** space beyond the agreed finishing time. All persons and equipment connected with the Client must be out of the room by the stated time, with the room left in a reasonable state of cleanliness and tidiness.

The Client will be given access to the **Media & Photography** space 15 minutes before the start time on the confirmation email as standard. The client is also given an extra 15 minutes at the end of the booking time.

An overstay charge of £40.00 will be charged for any hour or part of an hour which the Client stays in the **Media & Photography** space beyond the agreed finishing time. All persons and equipment connected with the Client must be out of the room by the stated time, with the room left in a reasonable state of cleanliness and tidiness.

## 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](mailto:hello@squaresuite.co.uk). Alterations requested by the Client to date, time or facility for a booking held on the system and already invoiced for will incur a £10.00 charge per event to cover administration costs. This charge will be deducted from the Client's initial security deposit held by Square Suite.

## 8 Cancellation

All cancellations must be emailed to [hello@squaresuite.co.uk](mailto:hello@squaresuite.co.uk).

The cancellation of a booking which has already been confirmed by email and invoice shall be subject to the following cancellation fees:

### EVENTS & ENTERPRISE

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

75%	with 1 or more months' notice
50%	with up to 1 months' notice
0%	with up to 1 weeks notice

## **MEDIA & PHOTOGRAPHY**

Where a booking has been paid for by the Client before a cancellation, a refund will be payable:  
(less 25%)

75%	with 1 or more months' notice
50%	with up to 1 months' notice
25%	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.