



London Welsh Centre  
London Welsh Trust Ltd.  
157 – 163 Grays Inn Road  
London, WC1X 8UE  
Tel: 020 7837 3722  
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## GENERAL CONDITIONS

### 1. HIRING

Where the hiring is for more than one day the Hirer may leave on the premises such property (entirely at the Hirer's risk), as the Trust shall have previously approved.

### 2. ADDITIONAL FACILITIES

The Hirer shall be entitled to use the reception area for access to the hired accommodation. Except as expressly permitted under this hiring, the Hirer shall not have access to any other part of the Centre.

### 3. FEES AND DEPOSITS

3.1. Upon confirmation of the booking, the Trust will provide an invoice to the Hirer for the total Charge. A deposit of at least 25% is payable immediately, with the balance of such invoice payable in full 7 days prior to the Event.

3.2. The Trust reserves the right to increase hire fees without notice. All bookings for Events taking place after any price increase may be liable to a higher Charge for the Premises hired. In the event that the Trust increases the price, the Trust will notify the Hirer and the Hirer shall be entitled, at its option, to cancel its booking.

### 3. CANCELLATIONS

Cancellation by Hirer:

One Month in advance: Deposit not refundable

Between 7 and 14 days in advance: 50% of total fee returned

Within 7 days: Full fee payable

The Trust does not accept liability for any failure to provide the services contracted for which are due to circumstances beyond its control, including industrial action, failure of plant or equipment, failure of gas, electricity or water supply or fire alarm or area evacuations etc.

In the unlikely event that the Centre needs to cancel the booking, a full refund will be provided.

4. LIMITS OF ACCOMMODATION. The Hirer shall ensure the following occupation levels are not exceeded.

Number of persons:

	Concerts and Meetings	Dinners	Dances
Main Hall	200	136	150
Lower Hall	70		
Bar	80		

### 5. CATERING REQUIREMENTS

These must be arranged with the Room Hire Manager.

## 6. DAMAGE

The Hirer will be held fully liable for any damage caused to the Trust's premises or property. It is in the interest of all hirers to ensure that they have sufficient insurance cover for this. The Hirer should also indemnify the premises against any negligence not caused by the premises or its employees in the result of personal injury or death.

The Hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring and the Trust may carry out at the expense of the Hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition.

## 7. PROPERTY LOSS/DAMAGE

The Trust will not be liable for loss or damage to property belonging to hirers using the Trust's premises.

## 8. USE

The hirer shall not use the premises for any purpose than that specified and shall not sub-hire or use the premises for any unlawful purpose.

## 9. CHANGES and CONDITIONS

Nothing whatsoever may be glued, pinned, stuck or nailed to the walls, fixtures and fittings. The Trust must be advised of any equipment being brought onto the premises. No hazardous substances are to be brought onto the Trust premises. Failure to comply will result in penalties.

## 10. COMPLIANCE WITH REGULATIONS

Hirers must comply with statutory codes and regulations (e.g. Health and Safety/Emergency Evacuation).

## 11. SPECIAL CONDITIONS

(a) The Hirer will not exceed the occupation levels referred to in point four (4).

### (b) RIGHTS

The hirer shall not use the premises for the public performance of any dramatic, musical or other work without obtaining all the necessary licences and permissions. The hirer will indemnify the Trust against any liability arising from a breach of this condition.

### (c) RECORDING

The hirer shall not authorise or permit any filming, televising, broadcasting, video, or sound recording to be undertaken without prior written permission from the Trust.

### (d) RIGHT OF ENTRY

Right of entry to the Centre for a public function is reserved entirely to the Trust.

### (e) CONDUCT

The hirer shall be responsible for ensuring that any event to which the public is admitted shall be conducted in an orderly fashion. The hirer shall agree the seating arrangements with the Trust and shall provide the stewards necessary for efficient supervision and safety.

### (f) ADVERTISING

The hirer shall not publish any publicity material for a public event at the Centre without the prior written consent of the Trust. No publicity material may be affixed at the Centre without such consent.

### (g) COMPLIANCE

The hirer shall not do or permit anything to be done which may breach the regulations affecting the use of the hired accommodation for public events or which may invalidate the insurances affected by the Trust in relation to the same.

The proprietor reserves the right to amend the Terms and Conditions without notice.