



## **Venue Hire Agreement for London Bridge Hive**

This document constitutes an agreement between Team London Bridge (TLB) and The Organisation for hire of 'London Bridge Hive' as agreed. Team London Bridge agrees that, in return for payment of the Hire Fee, it will secure use of the event space for the Hirer.

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### **1. HIRE AGREEMENT**

London Bridge Hive reserves the right to change the booking and provide an equivalent space if required. Should an equivalent space not be available then alternative date(s) will be arranged.

#### **1.1 Definitions**

Venue – London Bridge Hive, 8 Holyrood Street, SE1 2EL London

Venue Manager – Team London Bridge staff

Event Space – The Venue or room being hired.

Team London Bridge (TLB) - Organisation responsible for booking and managing The Hive

The Organisation – the organisation booking the Hive. **This must be a registered organisation** (business, charity, not-for-profit, etc).

Booking – the duration for which the organisation booking The Hive wishes to hire the Venue; the period from the start of the Setting Up Period until the end of the Removal Period

**1.2 Pencilled Bookings** – Provisional bookings can be held until the end of office hours on the day the enquiry is made. Team London Bridge will contact The Organisation between 9:00am – 5:00pm

to confirm if The Organisation would like to proceed with the booking. However, if The Organisation fails to communicate with Team London Bridge, the pencilled booking will automatically be removed by the end of that day. If the Organisation does contact Team London Bridge but is still undecided at the discretion of Team London Bridge an extension may be given.

**Hire Fee** - The Hire Fee is agreed by email and will be paid by The Organisation to Team London Bridge as per the days specified in this agreement.

Additional fees do apply for out of hour bookings for cleaning services and lock up staff supervision. If an out of hours booking overruns this will be considered an extension on the original booking and The Organisation will be invoiced by Team London Bridge for the additional time.

**1.4 Payment** – All payments and financial transactions **must** be made by BACS to London Bridge BID Company (trading as Team London Bridge), registered address 8 Holyrood Street, SE1 2EL London. Team London Bridge does not accept any other alternative form of payment such as debit, cash or cheque.

The invoice is to be settled within 30 days of the date it was issued, or 5 days in advance of the date of the booking (whichever date comes first). If the payment has not been cleared, Team London Bridge holds the right to cancel your booking in addition to refusing any future enquiries made by The Organisation in the future.

## **1.5 Refunds and Cancellations**

For cancellations received more than 14 days ahead of the booking 75% of the Hire Fee will be returned. If there is agreement between The Organisation and Team London Bridge, the Hire Fee may be saved as credit for a future booking (the new booking date must take place within 3 months).

For cancellations received less than 14 days ahead of the booking, no refund will be possible.

Team London Bridge will cancel a booking if:

- The Organisation has not settled the invoice 5 days in advance of their booking.
- The Hive, access to The Hive or any part of it is closed due to circumstances outside Team London Bridge's control.
- If The Organisation becomes insolvent or enters into liquidation, bankruptcy or receivership.
- If it becomes apparent that the nature of the booking will be breaking any of The Hive House Rules listed in section 2 below.

## **2. The Hive HOUSE RULES**

Upon consent to allow The Organisation to use the event space, The Organisation agrees to be responsible for the hire space taking the highest degree of care of the premises and any fixtures, fittings, equipment or other property within the duration of their contract and to uphold the venue's following house rules:

### **2.1 Generic House Rules:**

- The Organisation shall not use the premises other than for the purposes specified in the signed agreement.

- The Organisation shall not display any: offensive, discriminatory or religious propaganda in, on or outside the premises. If the Organisation wishes to advertise their goods, services or campaign they must receive written permission from Team London Bridge prior to the booking taking place.
- The Organisation shall not affix or drive into any part of the premises or its fixtures and fittings with any form of bolts, nails, tacks, screws, bits, pins, adhesives or any other similar articles.
- The Organisation shall not remove any fixtures, fittings or furniture unless given consent to do so by the responsible Team London Bridge Manager.
- The Organisation shall accept responsibility for damage or negligence of London Bridge Hive and property caused by the acts or defaults of The Organisation, its agents, officers, sub-contractors, and guests. The costs for repairs will be determined by Team London Bridge and will be provided to The Organisation.
- If any unauthorised property is left on the premises Team London Bridge reserves the right to dispose of these items.
- The Organisation must inform Team London Bridge if they intend to leave any of their property or valuables on the premises and accept and acknowledge that Team London Bridge has no liability over their items and holds the right to refuse a request.
- The Organisation shall not be entitled to use or have access to any part of the premises other than the event space, toilets, lobby and kitchen (with expressed permission).
- The Organisation shall not use the event space or the premises for any activities which are deemed as dangerous, offensive, illegal or immoral in Team London Bridge's opinion.
- Activities not allowed on our premises: religious, political, parties or anything that will be noisy and might disrupt neighbours and firms based in the building
- The Organisation shall not supply or arrange for a service provider to supply, alcoholic drinks at the premises without Team London Bridge's written permission.
- The Organisation shall not encourage, promote or authorise the use of any harmful substances, unlawful activity or smoking (including e-cigarettes).
- During the booking it is the responsibility of The Organisation to become or allocate a Fire Marshal and ensure that at least one person is a trained First Aider amongst their group.
- Marketing: If your event is a public event, London Bridge Hive can publicise it on our website and mention you in our social media outlets. We require all your promotional material at least 14 days in advance. If you want to utilise these services, you should submit your details before that time.

## **2.2 Out of Office Hours Bookings House Rules**

The venue is only supervised by staff Mon - Fri, 9am – 5pm. Bookings may be arranged outside of these days and hours but under the following additional conditions:

- The Organisation must be respectful to external employees that come solely to open and lock the building out of hours and must be punctual for their agreed booking times. Failure to arrive promptly will result in the building staying locked and The Organisation not having access to the premises. The Organisation reservation shall be treated as a cancellation.

- The Organisation must by the end of the de-rigging period clear all items, articles, rubbish, objects (fixed or otherwise) not belonging to London Bridge Hive from the Venue, surrounding areas; promptly disposing of any perishables and leaving the premises in the condition in which it was found.
- The venue must be attended until the agreed time for lock up, including in the event of the booking finishes earlier than the finishing time agreed.
- The venue shall not be left unattended at any given time during the agreed booking times. Any damage or loss of property that occur due to this is the responsibility of The Organisation.

### **3. HEALTH AND SAFETY**

It is the responsibility of The Organisation to undertake and comply with the requirements from current Health and Safety legislation.

**3.1 Emergencies and Evacuation** – In the event of a fire or any other circumstances that call for immediate evacuation all persons within the building must leave through either Gibbons Rent (at the back of the building) or Holyrood Street (main entrance) and then gather outside Gibbons Rent as the designated safe point.

**3.2 Security** - All entrance doors are always to be kept shut unless supervised by a member of staff and only opened to known individuals during private bookings and events. The Organisation should instruct their guests to press the buzzer for London Bridge Hive upon arrival for opening the door and letting them in.

**3.3 Anti-Harassment Policy** - Following the 'Equality Act of 2010', any form of reported harassment to a guest, employee or resident based upon their, religion and belief, colour, gender (including gender reassignment), marital/civil partnership status, age, nationality, ethnic or national origin, disability or sexual orientation will be treated as gross misconduct allowing Team London Bridge to terminate the agreement immediately and request that The Organisation and guests leave the premises.

**3.4 Child Protection and Safeguarding Policy** - The safety, welfare and protection of any child and/or employees is paramount, and all suspicions and allegations of abuse should be taken seriously and will be addressed as soon as possible. If a booking involves under 18s as guests, it is The Organisations responsibility to ensure the adequate ratio of adults to minors be respected and that all adults be DBS checked.

**3.5 Noise Limitation** - London Bridge Hive has very close residential and business neighbours, including office workers throughout the building. The Organisation is responsible for making sure that there is no excessive noise, including loud music, live music or anything else that might disturb the neighbours and other occupiers – unless prior approval has been approved with Team London Bridge.

Any refusal to comply with Team London Bridge's instructions can result in the agreement being terminated without refund.



**3.6 Insurance** - London Bridge Hive has a standard Public Liability Insurance. This does not cover high-risk activity. Any high-risk activities are not permitted in The Hive.

Additional insurance may be required. Please discuss any high-risk activities with Team London Bridge at least two weeks in advance of the booking.

Team London Bridge or the London Bridge Hive does not provide any insurance or cover for any property of any visitor, person/s hiring The Venue or the Organisation. Please source additional insurance if you intend to leave valuable items on the premises.

**4. Signature:**

Name:

The Organisation:

Charity Number \_\_\_\_\_

Company Number \_\_\_\_\_

Signature: \_\_\_\_\_

Date: