

VENUE HIRE AGREEMENT & TERMS AND CONDITIONS FOR SPACE HIRE

Definition of terms

- 1.1 “TAC” means The Africa Centre
- 1.2 “Event” means the event which is the subject of the Venue Hire Agreement
- 1.3 “Client” means, the Hirer, is the individual or organisation legally responsible for entering into contract with TAC, fully accepting the Venue Hire Agreement
- 1.4 “Venue Hire Agreement” is the legally binding Contract that the Client enters into with TAC, accepting all Terms and Conditions of the hired venue.
- 1.5 “Fee” means a fee to be agreed in writing between TAC and the Client and to be paid with any applicable VAT by the Client to TAC as consideration for permission to hold the Event at the Venue
- 1.6 “Guests” means all persons attending the Event at the Venue
- 1.7 “Venue” means the property and/or areas identified by TAC to the Client with the Venue Hire Agreement for the purposes of the Event
- 1.8 “The Hirer” means the individual acting on the behalf of an organisation or themselves hiring the venue for an event
- 1.9 “Venue Hire Fee” means all fees charged to the Client in relation to the Event

The Contract

- 2.1 Any verbal hire quote will be confirmed in writing to the Hirer, providing the total cost for the agreed Hire
- 2.2 The Hire is not confirmed until written acceptance of the Quote is received back from the Hirer, the Contract is signed and the required 50% deposit has been paid (except in situations such as 4.5)
- 2.3 Upon entering into the Contract, the Hirer agrees to abide and be governed by these terms and conditions
- 2.4 The Hirer is also responsible for having the necessary insurance coverage for their respective event

The Equipment

- 3.1 The Equipment will be provided in full working order and in good physical condition. Any discrepancies or faults of TAC must be reported
- 3.2 The equipment remains the property of The Africa Centre at all times
- 3.3 The Hirer, during the course of the event, will absorb full cost for damage to any property of The Africa Centre and, or hired equipment facilitated by The Africa Centre, associated with the event.

Booking Procedure

- 4.1 No booking will be deemed confirmed until TAC has received:
- 4.2 A signed copy of the Venue Hire Agreement acknowledging that the Client has accepted the Terms and Conditions of the Space Hire
- 4.3 A 50% deposit of the total cost of the hire is required to secure your booking
- 4.4 The remaining 50% is due no later than one week (7 days) prior to the Event



- 4.5 If a booking is made less than one calendar month prior to the Event date then all fees will be due immediately on signing the agreement

Cancellation policy

- 5.1 Should an event be cancelled, the following cancellation charges will apply:
- 5.1.1 More than 3 weeks prior to your event you will receive a full refund
 - 5.1.2 Between 3 weeks to one 1 week prior to your event, your 50% deposit becomes non-refundable
 - 5.1.3 Less than 1 week prior to your event, 100% of all funds paid will be non-refundable
- 5.2 If you need to change the date of your booking, you must notify The Africa Centre no less than 3 weeks before your scheduled event to request the change. If available, an alternative date will be provided. Any change requests made after this time will incur a 50% charge
- 5.2.1 You will only be allowed to change the date from your initial booking date once before incurring the charges stated in 5.1.2 and 5.1.3

Venue Access

- 6.1 The Client, its employees and sub-contractors will be permitted to enter the Property on two occasions prior to the day of the Event for the purpose of making any operational or spatial planning investigations necessary for the smooth running of the Event, at such dates and times as shall be agreed in advance with TAC
- 6.2 The Client is allowed access to begin set up before their booking start time and will have some time at the end of their booking to set down and vacate the building, free of charge.
- 6.3 Set up and set down times can be negotiated in advance. Failure to adhere to 6.2 may incur additional charges.
- 6.4 Charges will be made at the full hourly rate for events finishing later than their scheduled time
- 6.5 All bookings can end no later than 11pm and the venue MUST be cleared up and vacated by midnight on the day of your event, except on Sundays when it must be cleared up and vacated by 10pm

Venue Care

- 7.1 Any waste that is found outside of the hire area in relation to the event in the post venue assessment will incur a fee at the service rate of £40 per hour +VAT

Additional License

- 8.1 If your event either charges a ticket entry for the public and / or you will be selling alcohol, you are required to apply for a Temporary Event Notice from Southwark Council at least 10 working days before the date of your event, excluding the date of the event. A license will cost you £21. You can apply for your license by visiting: <https://www.southwark.gov.uk/business/licences/business-premises-licensing/alcohol-late-night-refreshment-and-entertainment-licences/temporary-events-notices-ten>
- 8.2 You will be required to provide proof of your license to The Africa Centre no less than one week before the date of your event. Failure to do so will incur the cancellation of your event and cancellation policy 5.1.3 will apply

Data Protection

- 9.1 All personal data that TAC may use will be collected, processed, and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) and your rights under the GDPR.
- 9.2 For complete details of TAC’s collection, processing, storage, and retention of personal data including, but not limited to, the purpose(s) for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to TAC’s Privacy Notice available on request.

The Africa Centre House Rules for Hires

- All waste is to be placed in the waste collection sacks. Please use the correct bags for recycling and general rubbish. These will be provided to you on arrival
- Ensure the kitchen and toilet bins are emptied into the waste collection sacks after the event, then left outside the main building (66 Great Suffolk Street) or within the kitchen area for collection by the cleaners.
- No hand towels are to be flushed down the toilets, only use toilet tissue as provided.
- Clients and visitors are not allowed to park on the forecourt of number 66 Great Suffolk Street, nor are they allowed to park on the cobbles in the forecourt of Arches 28 and 29. You are allowed to stay briefly to load/unload for your event
- The Africa Centre is located in a residential area so please be considerate of our neighbours both when at or on leaving your event and keep noise to a minimum
- Depending on the timing and type of event you are holding, you may be required to provide door staff

Confirmation of booking:

Main Contact Name:	
Company Name (if applicable):	
<u>Invoice</u> address:	
Contact email address:	
Contact telephone number:	
Purchase Order number if required on your invoice:	
Space to Hire:	
Date & Time of Event:	
Additional equipment needed / Discounts:	

*I have read The Africa Centre T&C's and House Rules and accept the responsibilities
laid out above.*

Signed:

Name (printed):

Position:



Date:

For Africa Centre Use Only:

Booking accepted by:	
Booking accepted date:	
Date passed to finance for processing:	