

2 Belgrave Square
London SW1X 8PJ

Room hire – Member Societies
Terms and conditions

This agreement is entered into by Canning House hereinafter referred to as *2 Belgrave Square*; and the Client – and refers to all bookings made by the client from time to time until further notice.

Bookings

1. All bookings will be held on a provisional basis until written confirmation is received. Provisional bookings will be automatically cancelled after four (4) weeks if no confirmation is received. Should an enquiry be made for a date that is already provisionally reserved, the original client will be contacted and asked to confirm the booking in writing immediately. Confirmation failure will release the date.
2. In completing the form below and forwarding it to the *Facilities Manager, Canning House, 2 Belgrave Square, London SW1X 8PJ* the Client acknowledges acceptance of these terms and conditions.

Payment and invoicing

1. When booking a room(s), *2 Belgrave Square* will waive the requirement for the payment of a deposit by a member society.
2. The total price of the room(s) hire and any charges shall be paid immediately after the event and no later than 3 days. A delay fine of £25 will be applied for late payments.

Cancellation

1. If a confirmed booking is cancelled with less than four weeks notice then a fee will be charged as follows
2. For cancellations between four weeks and one week prior to the event: **£30**
3. For cancellations less than one week prior to the event: **£60**

General specifications - site work

1. The Client agrees.
 1. **Timings:** To commence the function at the time agreed with *2 Belgrave Square* and to ensure that all persons vacate the premises by the agreed time, including the caterers. *2 Belgrave Square* will charge up to £150 per hour or part thereof for any extra time, before or after the event.
 2. **Precautions:** To take all reasonable precautions to ensure that no damage occurs to the property of *2 Belgrave Square* or any people present in the building. In the event of any damage or loss, *2 Belgrave Square* reserves the right to render the Client liable for the replacement or repair of any or all property damaged.
 3. **Fixings:** To ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the building by means of nails, screws, drawing pins or any other means unless agreed in writing by *2 Belgrave Square* prior to the function.
 4. **Hazardous Items:** To ensure that no incendiary, explosive or hazardous items are brought onto *2 Belgrave Square's* property.
 5. **Dancing:** To ensure that any dancing only takes place on the ground floor.
 6. **Fire Exits:** To ensure that all fire exits are kept clear.
2. Services to be provided by *2 Belgrave Square* are as follows:
 1. **Times:** the Drawing and Green rooms, Salon Colombia, and Conference room are available for hire from Monday to Friday between 9.30 a.m. to 12.00 a.m., on Saturdays from 8.00 a.m. to 12.00 a.m., and on Sundays from 8.00 a.m. to 10.00 p.m.
 2. **Capacity:** seated lectures in the Drawing and Green rooms or Library are limited to 120 and 70 people respectively.

3. **A doorman:** If requested, a doorman can be made available at the front door during the event. For security reasons, he must not be asked to leave the door unattended. The fee for a doorman is £35/event.
4. **The lift:** is small - 23" x 33". If required for a wheelchair the doorman will have a chair ready by the lift so that the disabled person can use it in the lift while a helper takes the wheelchair upstairs or downstairs.
5. **The French windows:** in the Drawing room on the first floor can be opened (also at the top) but no one, for safety reasons, is permitted to go out on the balcony. The Green room windows can also be opened.
6. **All waste and rubbish:** must be removed and **MUST NOT BE LEFT IN THE BUILDING.** Empty bottles must be disposed of in special recycling bags provided by *2 Belgrave Square*. Failure to comply will result in a charge of **£50**
7. **Rooms:** must be left tidy.
8. **Any equipment:** wine, soft drinks, ice bins, etc. brought in must be removed on the same day/evening. If for any reason this is not possible, alternative arrangements must be made in advance. Any material left behind without prior arrangement will be disposed of after one week and a charge of **£50** will be levied for storage and disposal.
9. **All breakages:** will be charged.
10. **Equipment Hire:** *2 Belgrave Square* can also provide full conference facilities including audio-visual equipment. Prices and descriptions are available on request.
11. **The oven:** when used, must be left clean. A charge of **£50** will be levied if cleaning has to be arranged by *2 Belgrave Square*.

Liability

1. *2 Belgrave Square* accepts no responsibility for loss, damage or injury to the Client's property or the property of the Client's guests or other persons for whom the Client is responsible.
2. The Client will be responsible for and will indemnify *2 Belgrave Square* fully against all claims, costs, loss, damage or liability arising due to the act, neglect or default of the Client or of any person for whom the Client is responsible.
3. If due to war, strike, explosion, riot, malicious damage, storm, flood, burst pipes, earthquake, postal bookings which do not reach *2 Belgrave Square*, breakdown of plant, or any failure to supply *2 Belgrave Square* with gas, electricity, water services, etc. or other such events beyond *2 Belgrave Square's* control. *2 Belgrave Square* is unable to perform its obligations to the client, *2 Belgrave Square* will be under no liability to the client for any loss or damage which may be incurred by the Client.

External contractors – equipment

1. All electrical and audio-visual equipment must comply with the regulations and safety standards in force at the time of the signing of this agreement.
2. Should the Client wish to employ the services of an external contractor(s), the Client must undertake to indemnify *2 Belgrave Square* against any claims made against it resulting from an act or default by any of the client's servants or caused by any equipment supplied by the Client or its servants.
3. *2 Belgrave Square* reserves the right to refuse access without prejudice to any contractor.

I have read and understand the terms and conditions herein, acknowledge that they will apply to all bookings and agree to abide by them.

For Client

For 2 Belgrave Square

Signed

Signed

Date

Date

Name

Name

CONTACT INFORMATION		
	CLIENT	2 BELGRAVE SQUARE
NAME		
POSITION		Facilities Manager
COMPANY		Canning House
ADDRESS		2 Belgrave Square London SW1X 8PJ
TELEPHONE		020-7235-2303 ext 203
FAX		020 7838 9258

FUNCTION INFORMATION				
NAME OF FUNCTION				
DATE OF FUNCTION				
TIME OF FUNCTION	START		FINISH	

PAYMENT INFORMATION	
BY CHEQUE:	PAYABLE TO "CANNING HOUSE"
BY BANK TRANSFER:	
ACCOUNT NAME	Hispanic and Luso Brazilian Council
ADDRESS	Lloyds TSB, Butler Place branch, Caxton Street London SW1H 0PR
ACCOUNT NUMBER	0180 9756
SORT CODE	30-98-97
BIC/SWIFT CODE	LOYD-GB-21031
IBAN	GB67 LOYD 309897 01809756
VAT Registration No.	GB 756 8327 92

PLEASE COMPLETE AND RETURN TO:

Facilities Manager
2 Belgrave Square
London