

TERMS AND CONDITIONS FOR EVENT HIRE AND ADDITIONAL SERVICES

Definitions:

'TOWNHOUSE means Townhouse Partners Limited

'The Venue' shall be TOWNHOUSE, 88 Great Portland Street, London, W1W 7NS

1. VENUE CAPACITY & USAGE

- 1.1 You must advise TOWNHOUSE at the time of booking how many guests you are expecting to host. You must confirm guest numbers at least 10 days before the event.
- 1.2 The Venue's normal capacity is 25 at any one time. While this can be extended, if you think you will reasonably exceed this you must let us know. Entry will be refused should the capacity be reached.
- 1.3 Unless otherwise agreed, exclusive hire refers to hire of the ground floor only. TOWNHOUSE staff must have access at all times to the reception desk. Where hire is extended to include the lower ground floor, TOWNHOUSE Staff must have access at all times to the staff area and offices.

2. EVENT TIMING

- 2.1 TOWNHOUSE's standard opening hours at 09.00 to 20.00 (09.00 to 21.00 on Thursdays). It may be possible to host an event outside of these hours by prior arrangement.
- 2.2 Your access to the premises and the charge levied is for the number of hours specified in the agreement. In addition, we allow for 30 minutes set up and 30 minutes take down and cleaning time for an 8 hour or longer hire, with 15 minutes set up and 15 minutes take down/cleaning time for an event shorter than 8 hours, including 4 hour events. You will not be able to access the premises before the specified time. At the end of the event, you must vacate the premises by the agreed time. Additional set up / take down time may be available on request.
- 2.3 Events that run late cause disruption to other customers and involve additional costs to TOWNHOUSE. Late running events will be charged at 2.5 times the hourly rate implied by your event agreement for any hour or part hour the event runs late.

3. PRIOR TO THE EVENT

- 3.1 Items can only be delivered to the Venue prior to the event by prior arrangement. Deliveries prior to event starting time must be made outside of operating hours to avoid disruption.
- 3.2 TOWNHOUSE reserves the right to dispose accordingly of any items left over after the event and to charge the appropriate cost for disposal.

4. **DURING THE EVENT**

- 4.1 You will ensure that the event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the law, and will not breach the Premises License or Special Treatment License that the Venue is subject to (together "Breaches"). Should TOWNHOUSE suspect that such Breaches have or are reasonably likely to occur, TOWNHOUSE reserves the right to terminate the event without refund.

5. **FOOD**

- 5.1 Cold finger food (canapes, pastries etc.) are permitted during the event.
- 5.2 TOWNHOUSE offers to provide a range of food options. These options are provided at cost plus 25% to cover service.
- 5.3 You are permitted, by prior written agreement from TOWNHOUSE, to bring or provide your own food. Serving of food other than that organised by TOWNHOUSE will attract a charge of £5 + VAT per person to cover assistance with cleaning, service, disposal and provision of disposable plates/cutlery.
- 5.4 Estimated food related charges will be added to your final invoice. All pre ordered food is non-refundable.
- 5.5 Hot food may be served but it subject to prior arrangement.

6. **DRINKS**

- 6.1 TOWNHOUSE offers a complimentary supply of iced water to guests.
- 6.2 TOWNHOUSE offers to provide a range of alcohol choices as detailed in the event proposal. All prices include tax and service. In the event that items selected are unavailable, TOWNHOUSE reserves the right in its sole discretion to substitute for more expensive alternatives at its own cost.
- 6.3 You are permitted, by prior written agreement from TOWNHOUSE, to provide your own alcohol or soft drinks. Serving of drinks other than those organised by TOWNHOUSE will attract a corkage charge of £25 per bottle + VAT for champagne, wine, sparkling wine and any bottles 50cl or greater and £2.50 per bottle/can/carton + VAT for beer and soft drinks. This fee covers service, disposal and assistance with cleaning.
- 6.4 Estimated drinks related charges will be added to your final invoice. TOWNHOUSE reserves the right to charge for all opened containers whether consumed or not. Where you wish to make a pre-order, such drinks pre ordered will be non-refundable.
- 6.5 TOWNHOUSE will record figures where drinks are charged on a consumption basis, You may arrange to check the opening and closing of stocks of such drinks in the presence of a TOWNHOUSE representative to confirm numbers. If you do not do so, the figures recorded by TOWNHOUSE shall be conclusive.

- 6.6 TOWNHOUSE will provide champagne glasses and wine glasses for up to 25 guests. Other drinks must be served either in the container they are purchase in (e.g. beer bottles or cans) or otherwise must be served in TOWNHOUSE plastic cups.
- 6.7 Service of alcohol at TOWNHOUSE is subject to the requirements of its premises license. Key terms which You are expected to abide by are as follows:
- 6.7.1 The premises licence allows for alcohol to be served from 10.00 to 22.00.
 - 6.7.2 All alcohol must be served to guests. There can be no self-service of alcohol.
 - 6.7.3 There shall be no sale of draught beer, lager and cider at the premises.
 - 6.7.4 TOWNHOUSE operates a Challenge 21 scheme. Anyone wishing to consume alcohol who in the reasonable opinion of TOWNHOUSE staff may be under 21 will be required to provide recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 6.8 Guests are not permitted to be drunk on site. We reserve the right to refuse to serve individuals we believe are or may become drunk. Should any guest appear to be drunk or exhibit anti-social behaviour of any kind (whether or not related to alcohol), we reserve the right to require them to leave at any point in time.

7. **SMOKING**

- 7.1 TOWNHOUSE is a non-smoking venue.
- 7.2 Guests permitted to temporarily leave to smoke and then re-enter the premises shall be limited to 5 persons at any one time and will not be permitted to take drinks with them. Any guests smoking outside the premises must do so in an orderly manner so as to ensure that there is no public nuisance or obstruction of the public highway.

8. **NOISE**

- 8.1 Music volume must only be controlled by a member of the TOWNHOUSE staff. Noise must be kept to a sensible level so as not to disturb premises nearby.

9. **DAMAGE TO PROPERTY**

- 9.1 You agree to pay the cost and consequential damages for any damage caused to the premises or TOWNHOUSE equipment by yourselves, your guests and your employees or contractors whether during delivery and prior to the event, during the event or during your departure.
- 9.2 Breakages of drinks glasses will be charged at £10 per item.

10. **SECURITY DEPOSIT**

- 10.1 We require a security deposit to be held to cover any further charges beyond those agreed and paid for in advance and also to cover any charges (e.g. damage, breakage) that occurs during the event. Your deposit will be returned to you, less any necessary deductions after your event. If for any reason you do not receive your deposit, please contact us immediately.
- 10.2 This deposit will be agreed prior to your booking and will be a minimum of £500. This assumes no/minimal decoration to the salon. If significant decorations are being carried out or if additional equipment is being brought into the salon, we reserve the right to increase this deposit to reflect potential damage.
- 10.3 This deposit does not limit your liability. You will remain liable for any damages in excess of this deposit amount.

11. **LIABILITY**

- 11.1 You shall be liable for any loss, damage, personal injury which arises, including consequential loss, unless such loss arises from the wilful and gross negligence of the TOWNHOUSE staff. You agree to indemnify TOWNHOUSE against any claim for any such loss or damage.
- 11.2 TOWNHOUSE do not accept liability for loss or damage to any object, equipment, furniture, stock or other property of any sort brought onto the premises by You or your guests or hired by TOWNHOUSE on your behalf howsoever such loss or damage may occur unless as a direct result of TOWNHOUSE's wilful and gross negligence. All such property will remain under the care and control of You and is entirely at your own risk.
- 11.3 TOWNHOUSE will not be liable for any disruption to the Event caused by circumstances outside of its control.

12. **DECORATIONS**

- 12.1 Any decorations to the Venue, replacement/additional of furniture or other fixtures and fittings must be agreed in writing in advance of the Event. If TOWNHOUSE gives its agreement to items under this clause, such items must be delivered, installed, dismantled and removed carefully so as not to damage the Venue.
- 12.2 We reserve the right to refuse the delivery, entry or installation of any items we reasonably expect to cause damage to the premises.
- 12.3 We reserve the right to remove any unauthorised items and charge at cost for any damage incurred.

13. **SERVICES**

- 13.1 Services delivered by TOWNHOUSE will be those agreed in advance in writing.

13.2 TOWNHOUSE agrees to use reasonable endeavours to provide the equipment and perform the services specified in relation to the Event. TOWNHOUSE does not however accept any liability for any failure to provide equipment or perform services where that failure is beyond the reasonable control of TOWNHOUSE. TOWNHOUSE reserves the right to make reasonable substitutions to alternative equipment and/or services where original equipment and/or services are not available.

14. **CLEANING**

14.1 At the end of the Event You shall remove from the venue anything which the you have brought into the venue, including any rubbish, and shall ensure that all areas used are clean, undamaged and free from litter.

14.2 If, in the opinion of TOWNHOUSE, You have not complied with the clause above, TOWNHOUSE will levy a cleaning charge per the cost invoiced to TOWNHOUSE for such cleaning subject to a minimum of £75 plus VAT.

15. **PAYMENT**

15.1 50% payment is due on booking, 50% balance payment is due 7 days prior to the Event. Security deposit is due 7 days prior to the Event. If full payment has not been received, the Event will not be permitted to go ahead.

16. **CANCELLATION**

16.1 75% of total refundable 1 month prior to event

16.2 35% of total refundable 2 weeks prior to event

16.3 0% refundable for cancellations less than 2 weeks prior to event

17. **OTHER TERMS**

17.1 TOWNHOUSE reserves the right to withdraw the use of TOWNHOUSE event spaces if, in the opinion of TOWNHOUSE, You have misrepresented the purpose of the booking.

17.2 You will be responsible for ensuring that all guests have read the general terms and conditions listed on our website. These include but are not limited to the requirement for guests to disclose any allergies or medical conditions.

17.3 You may not sub-let or further offer for hire the Venue other than by prior written agreement.

17.4 TOWNHOUSE may cancel the provision of the Event and forthwith terminate this Agreement and the rights granted to You if TOWNHOUSE or part of TOWNHOUSE has to be closed for reasons beyond TOWNHOUSEs control or if You are in arrears with any payment due to TOWNHOUSE and/or You are in breach of any of these Terms and Conditions.

- 17.5 You must comply with all the Venue's Health and Safety regulations. You shall notify TOWNHOUSE immediately on becoming aware of any accident or injury occurring at the Venue.
- 17.6 All electrical equipment brought into the Venue must have a current Portable Appliance Test (PAT) Certificate.
- 17.7 No animals or children under the age of 16 will be allowed on premises without prior approval.