

## RUNWAY EAST

### Terms & Conditions

#### 1. DEFINITIONS

1.1. "RWE" means Runway East;

1.2. "Event" means the event which is the subject of the Venue Hire Agreement.

1.3. "The Client" means the legal or natural person primarily responsible for the submission to Runway East of the Venue Hire Agreement;

1.4. "Booking Fee" means the fee agreed in writing between Runway East and the Client and to be paid with any applicable VAT by the client to Runway east as consideration for permission to hold the Event at the Venue and for any ancillary services provided by Runway East;

1.5. "Attendees" means all persons attending the Event at the Venue, whether or not with the express permission of the Client, including any employees, subcontractors and/or agents of the client'

1.6. "Venue"- Means the property and/or areas identified by Runway East to the Client with the Venue Hire Agreement for the purposes of the Event;

## 2. TERMS & CONDITIONS

2.1. Provisional bookings will be held for a maximum of 7 days within which time written confirmation must be received otherwise RWE reserves the right to remove any holds held on the room. Contact will be made by a member of Runway East to investigate the booking, but if there is still no reply, the hold will be removed and offered to another client without notice. If the inquiry is made within 15 days of the event the booking must be paid in full in order to reserve the space.

2.2. The client must notify their RWE point of contact, in writing, of the approximate number of attendees to the nearest 7 days prior to the event however, RWE reserves the right to set a minimum number of attendees to guarantee the sole use of a particular room. Final number of attendees must be given 72 hours before an event. If attendees are less than the contracted guaranteed minimum, the client will be charged for that guaranteed number however, if the attendees are more than the guaranteed minimum the client will be charged, according to the total numbers of persons in attendance.

2.3. RWE does not accept responsibility for any loss, or damage to personal property. All clients will be responsible for damage to the property of the company caused by it or its guests during an event and will agree to make good or pay full restitution for making good any such damage or loss. Personal injury or any kind of liability which may arise from the use of the venue caused by the client or attendees of the client in any part of the venue will not be the responsibility of the company.

2.4. Security is the responsibility of the the client. The client

will be charged for any security related damage / extra cleaning.

2.5. If for any reason beyond its control, RWE fails to make available rooms reserved for the client or to provide any of the agreed goods or services, it shall not be liable for any resulting loss or damage suffered by the client. Without prejudice to the foregoing RWE shall not be liable for any loss or damage caused by labour disputes, power failure, government regulations or acts of god. In the event whereby RWE fails to provide goods or facilities within its control, the appropriate refund shall be made to the client.

2.7. The client agrees they will not exhibit displays or affect the venue's existing structures without prior notification to RWE and shall agree to charges as directed by the RWE.

2.8. The client will not bring in external catering unless explicitly agreed with RWE.

2.9. Cancellation Policy: If the client cancels the event within 7/14 days of the event they are responsible for 50% of the booking fee or a minimum of £250. If client cancels within 6 days of the event they are responsible for the full booking fee.

2.10. Payment must be made to RWE as soon as the invoice is formulated and sent to the Client. If the event is organised within 15 days payment in full must be made in order to secure the booking.

2.11. The client shall be responsible for the removal of all personal property, trash, and other items that were not present when the client took control of the venue.

Please check the box below to confirm you have read and agreed to these "Terms & Conditions." \*

Event

Please specify the EVE reference that was emailed over to you. \*

+ Add

Expected Attendees \*

How do you require the room to be laid out? \*

What are your catering requirements? \*

Add an option

What are your AV requirements? \*

Add an option

What is the output of your laptop? \*

We do not support VGA laptops.

Anything else you think we should know about? \*

Submit

Never submit passwords through Airtable forms. [Report abuse](#)

58 CITY ROAD,

LONDON, EC1Y 2AL

## COMPANY INFORMATION

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