



ASIA HOUSE ROOM HIRE TERMS AND CONDITIONS

1. **Bookings** – these will be provisional until payment is received for the room hire deposit and until then we reserve the right to accept alternative firm bookings. However, we would advise you of other interest. 50% of the room hire fee would be refunded if you cancel no later than 31 days prior to the date. No refund would be given for cancellations made within 30 days of your event. All bookings are subject to these Terms and Conditions. We reserve the right not to accept bookings.
2. **Agreements** – as organiser you agree:
 - a) to be liable for the good conduct of delegates attending your event;
 - b) not to damage the premises, furnishings and equipment of Asia House;
 - c) not to affix or display anything on the walls of the rooms you have reserved (unless agreed in advance by Asia House staff);
 - d) to pay for any damages to furnishings and equipment where such loss or damage is not considered by Asia House to be the result of fair wear and tear;
 - e) to pay for any use of telephone, fax, or photocopier (agreed by arrangement) ;
 - f) to pay any additional charges levied for any exceptional cleaning or removal of large amounts of rubbish left after the event;
 - g) not to leave any brochures, leaflets or any other materials after the event; and
 - h) to observe the regulations applied by Westminster Council and any other competent authorities and the requirements of our insurers.
3. **Conduct** – The client shall be responsible for any loss of, or damage to, Asia House's property including buildings, fixtures, fittings, furnishings, utensils and equipment caused by the Client or any of the Client's contractors, employees, agents or guests.
4. **Responsibility** – Asia House accepts no responsibility for accidents, injuries, damages, and losses to personal possessions or equipment that may occur from any cause in connection with your event and we advise you to insure against such risks. Asia House will not be liable for any faults or damage to external goods sold during your hire.
5. **Requests** – whilst we will seek to accommodate requests for technical assistance or additional requests for such things as furniture and extra rooms, unless seven days' notice is given we cannot guarantee to fulfill such requests.
6. **Hours** – whole day bookings = 8 hours (9am-5pm); half day, 4 hours (9am-1pm/2-6pm); and evenings (starting at 5.30pm), 3.5 hours. If your agreed time is exceeded (and subject to availability) you will be charged for the additional time as £100 an hour. Evening events must finish by 9pm – unless by prior agreement (we need at least 2 weeks notice to agree to this). £250 will be charged per room for each hour after 9pm. There will be a 30% surcharge for weekend hire.
7. **Payment** – all charges will be subject to VAT.
8. **Equipment hire** – we have audio visual and other equipment which can be hired individually or as a package. All equipment must be hired through Asia House, with the exceptions of laptops and MP3 players.



9. **Food & Beverage** – catering must be arranged through Asia House caterers (the use of outside caterers is not permitted). We offer an extensive drinks list but will charge corkage if you provide your own drink.
10. **Cloakroom facilities** – we are happy to provide cloakroom facilities. If you wish this facility to be manned we will charge £16 an hour for Asia House staff – or you may bring your own staff.
10. **Health and Safety** – we are bound by the Health and Safety at Work Act 1974 to conduct our activities in such a manner, as far as is reasonably practical, so as to prevent adverse effects on the environment and the health, safety and welfare of employees, clients and members of the public. In light of this you should familiarise yourself with emergency exits from the building and procedures to be followed in case of fire. It is also your responsibility to ensure that no fire exits are blocked at any time
11. **Smoking** – smoking is not permitted in the building.
12. **Deliveries** – you are welcome to bring items on the morning of your event and store them at Asia House. However, we would not be responsible for any loss, theft or damage to any goods left on our premises. The building is open at 8am. If you would like to gain access before this time, this can be arranged in advance.
13. **Public Relations** – if you are arranging photography or press/media coverage for your event, you should seek our agreement to this in advance.
14. **Advertisement** – If you wish to use the Asia House Logo for your personal promotion, this must be agreed where and when before use can be granted. Asia House also offers advertorials on its website; please contact one of our venue hire team for more information.

Please note:

Parking and Congestion Charge – although there is on-street parking (which is free after 6.30pm) and car parks in Weymouth Mews and off Harley Street, there are no parking facilities available at Asia House. Asia House is located in the congestion zone.