

# London South Bank University

## HIRING AGREEMENT CONFERENCE AND MEETING FACILITIES TERMS AND CONDITIONS FOR USE AND OCCUPATION BY HIRER OF UNIVERSITY PREMISES

### 1. PAYMENT

New hiring companies will be requested to submit a 50% venue hire deposit at least 2 weeks prior to the start of hire.

An invoice for full (or remaining) payment will be sent one week after date of booking.

### 2. CANCELLATION

**Total Cancellation:** All cancellations must be made in writing. Once a booking has been confirmed the following cancellation charges apply:

- Within 4 weeks prior to Event 100% of total cost payable
- Within 5 weeks prior to Event 75% of total cost payable
- Within 6 weeks prior to Event 50% of total cost payable

**Change of Date:** There will be a £50 + VAT administration charge for a change of date up to 4 weeks prior to event, after which the full amount of the original booking will be charged. Change of date is subject to availability.

The University reserves the right to cancel any hiring at any time and for any reason, including but not restricted to the following:

- If the University, (or parts thereof), is closed due to fire, dispute with employees or by order of any public authority
- If the Hirer becomes insolvent or enters into liquidation or receivership
- If the Hirer is more than 30 days in arrears with payment to the University for previous service
- If the University believes that the Hirer has not made adequate security and safety arrangements for the event, or that the event may lead to a serious breach of the peace
- If the University believes that any person in attendance may not be able to enter or leave the premises safely or speak without serious interruption, or that any danger might arise during the event to the safety of persons in attendance or in the vicinity of the premises
- If the University believes that the event might create a risk of damage to the premises or property or might bring the name of the University into disrepute

The University cannot accept liability for any inconvenience or loss caused as a consequence of such cancellation.

A booking is provisional until written confirmation has been received from the Conference Services office. It is not advisable to advertise an event until confirmation has been received.

### 3. ACCESS TO PREMISES

The University has several buildings available for hire. Opening hours may vary slightly between them, as there are certain restrictions on opening hours during college vacations. A full list of those attending an event will be required; failure to produce a list will result in access being denied to any University building.

### 4. ACCESS BY CHILDREN/YOUNG PERSONS

No children under the age of eighteen will be admitted unless accompanied by an adult, with authorisation in the form of a special entry card issued by the University. Dispensation may be given for young students and/or university facility users enrolled with LSBU.

### Please return to:

Fax: 44 (0)20 7815 7099  
E-Mail: [conferences@lsbu.ac.uk](mailto:conferences@lsbu.ac.uk)  
Post: London South Bank University  
Residential and Catering Services  
Eileen House Room 404  
103 Borough Road  
London SE1 0AA  
Phone: +44 (0)20 7815 7000

### 5. STATE OF PREMISES

a. The Hirer may not use the premises except for the purpose of preparing and holding the event described on the LSBU Conference Services Booking Form. Only members of the

Hirer's organisation and their bona fide guests may attend the event and the Hirer is required to restrict the number of persons attending to the number specified on the LSBU Conference Services Booking Form.

b. The Hirer will ensure that good order is kept on the premises at all times during the event, and the University reserves the right to halt any event not properly conducted. Right of entry is reserved to any authorised member of the University who may also request the Hirer to remove any individual causing a disturbance.

c. The Hirer will leave the premises in a clean and orderly state and in good condition as they were prior to use. The Hirer will, on demand, pay any cost incurred for additional cleaning or works required as a result of failure by the Hirer to comply with its obligations under these terms and conditions.

d. The Hirer will not bring into, set up on, or attach to the premises any fittings, decorations, furnishings, equipment or additional lights, or make any extensions to the electrical installations of the premises without the prior written consent of the University. Any such additions to the premises must be made safe in all respects and must be fire proofed, and are to be removed immediately after the conclusion of the event.

### 6. DAMAGE TO PREMISES

No bolts, nails, tacks, screws, pins, blue tack or other such objects may be used by the Hirer, without the consent of the University. The Hirer will not cause, or permit any damage to be done to the premises or to any fittings therein. The cost of any damage (including accidental damage) caused by the act or neglect of the Hirer, or their agents, must be met by the Hirer.

### 7. LIABILITY

a. The University will not be liable for premises not being available or temporarily closed for any reason, which is beyond its control.

b. The Hirer will be liable for and will indemnify the University against all costs, expenses, liabilities, damages, actions or proceedings arising from failure of the Hirer to comply with these terms and conditions, or with any statutes, regulations or by-laws applicable to the Hirer's use of the premises.

c. The University will not be liable for loss or damage to any item of personal property, goods or articles unless caused by wilful default or negligence of the University, its servants or agents.

### 8. LICENSING CONDITIONS

a. No liquor or refreshments may be brought onto the premises by the Hirer, his agents or any guests attending or preparing for the event. Alcoholic beverages may only be consumed within the licensed areas of the premises. No children under the age of sixteen may be admitted to licensed areas, and those between the ages of sixteen and eighteen may not consume alcohol on the premises.

b. No copyright dramatic or musical work may be performed without the permission of the owner of the copyright, and the Hirer will indemnify the University against any infringement of copyright which may occur during the event.

c. The Hirer will comply with all conditions contained in the University's local authority Premises Licence, a copy of which may be seen on application to the University Secretary's Office.

**9. SAFETY/FIRE AND EMERGENCY INSTRUCTIONS**

The Hirer will:

- a. Submit a completed risk assessment of the event to LSBU Conference Services, for verification at least one week before the event takes place.
- b. Appoint a responsible person, available on the day (s), to deal with accidents and / or emergencies that may arise on the day (s);
- c. Ensure the orderly and safe admission and departure of all guests, and the efficient supervision of the premises during the event; this includes safe entry and exit of all disabled guests. A Personal Emergency Evacuation Plan (PEEP) must be completed for every disabled guest and returned to the University at least one week prior to the event.
- d. Notify the University, in advance, if a well known public figure is expected to attend the event;
- e. Keep a register of all attendees, and ensure that a copy of register is kept updated and available in the event of an evacuation;
- f. Ensure that all exit doors from the premises are kept unfastened (except for permitted crash bars, glass bolts etc.) and unobstructed during the event. No obstruction may be placed or be allowed to remain in any corridor giving access to, or exit from the premises;
- g. Provide as many suitable Fire Wardens as may in the opinion of the University, be necessary to secure compliance with the Hirer's obligations under these terms and conditions. The Hirer will ensure that assistance is available at all times for disabled or handicapped persons particularly in the event of an emergency;
- h. Notify all accidents to the building's Reception Desk
- i. Bring to the attention of all guests the University's evacuation instructions for the premises at the beginning of the function / event;
- j. Arrange appropriate first aid provision throughout the event, including being aware of the location of a well stocked First Aid box;
- k. Visit the University in advance of the event to familiarise himself/herself with evacuation instructions for the premises and the locations of Fire Exits, and Emergency Assembly Points;
- l. Ensure the immediate evacuation of all members of the Hirer's organisation and their bona fide guests (including disabled personnel) from the premises to the designated emergency assembly point in the case of an emergency; and

**10. INSURANCE**

The Hirer will have adequate Employers/Public Liability insurance coverage and will provide proof of insurance

**CONFIRMATION**

I have read, understood, and accepted the above terms and conditions including Section 9 "Safety / Fire and Emergency Instructions" and have visited the University to familiarise myself with evacuation instructions for the premises and the locations of relevant Fire Call Points, Fire Exits, Fire Extinguishers and Evacuation Meeting Points.

PLEASE TICK APPROPRIATE BOX:

I have inspected the premises made available for hire and I am satisfied that it is appropriate.

I have not inspected the premises made available for hire, but accept without reservation the areas allocated by the University.

Signature
Full Name
Date
Company
Address
Telephone Number
Address of Company (if different from the above)
Company Phone Number
Position in the Organisation