

Terms and Conditions



The agreement is the sole evidence of an agreement between the London Scottish Regiment and the Client for the Client to use the Facilities at the Venue.

NO BOOKING WILL BE DEEMED CONFIRMED UNTIL WE HAVE RECEIVED THE FOLLOWING:

- i) A completed and signed Venue Hire Agreement from the Client
- ii) A 10% deposit of room hire is payable on confirmation of booking.
- iii) In the event of cancellation deposit is non-refundable 7 days or less prior to the event.

The Client must arrive and vacate by the agreed time, as stated on the Venue Hire Agreement. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorised overrunning (after initial verbal warning from Duty Manager) the Venue withholds the right to interrupt the Event. If this occurs, additional costs may be charged to the Client accordingly.

Use of the room(s) detailed on the Venue Hire Agreement does not imply any right to use any other part of the building, for deliveries, storage or any other access except unless previously agreed. If this occurs additional costs will be charged to the Client accordingly.

The venue is an operational military establishment. The Client will observe all security and other imposed restrictions.

The London Scottish Regiment, its representatives, employees or agents reserve the right to:

- a) refuse entry to any persons who are in the opinion of The London Scottish Regiment posing a safety or security risk at or in the vicinity of the Property during, immediately prior to or immediately following the Event.
- b) request proof of invitation or identification from each or any Guest, without which entry to the Property may be refused.

The Client will provide 7 days before the event a guest list in alphabetical order and a copy of the invitation (if applicable). Guests should be instructed that they may be subjected to a vehicle and baggage search on entry to the premises.

The Client will be held responsible and liable and must indemnify The London Scottish Regiment in respect of any damage, theft and loss caused to the Venue and its contents by the Client, its employees, its contractors or by any other person on the premises by reason of the purposes of the Event howsoever and by whomsoever caused. The Client's responsibility does not extend to employees of The London Scottish Regiment or to contractors appointed by The London Scottish Regiment to assist at the Event.

The Client and Guests must conduct themselves in a responsible manner with due consideration to any other Guests, Venue staff or their agents, visitors or members of the public.

The Client shall be responsible to ensure that good order is kept in the Venue and The London Scottish Regiment reserves the right to terminate any Event not properly conducted.

No equipment is to be delivered to the Venue without the prior agreement of The London Scottish Regiment. The London Scottish Regiment reserves the right to refuse the delivery of equipment if it is considered dangerous or harmful to the building and contents or to its employees, agents or guests.

At all times the safety of all personnel in the Venue is paramount. Other people working in the Venue (i.e. caterers, London Scottish Regimental staff etc.) must not be hindered in any way during the setting up and striking down of equipment.



At the end of an Event, or at a time agreed by The London Scottish Regiment in the Venue Hire Agreement subsequent to the end of an Event, the Client shall remove all equipment and effects brought to the Venue. The Facilities should be left in as clean, neat and tidy a condition as it was at the commencement of the Period of Hire at its expense and to the satisfaction of the Regiment. The London Scottish Regiment cannot accept any responsibility for equipment or other effects left at the Venue before or after an Event.

Fire exits and extinguishers are to be kept clear and visible at all times, and fire regulations adhered to. In accordance with legislation, no smoking is permitted anywhere within the premises.

Music to end at 2330hrs. All equipment to be brought in by the Client and removed at the end of the event. However, application can be made to Westminster Council for an extended license.

Licensing Laws. The current licencing laws prohibits alcohol consumption on the premises after 2300 hours.

In the event of an emergency, the client agrees to follow the instructions of the Senior member of The London Scottish Staff present.

The Client will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.

Insurance liability. All clients will be required to be insured for personal indemnity.

ADDITIONAL INFORMATION

(Client Copy)



Event Manager

Laura Truman

0207 630 1639

assistantclerk@londonsscottishregt.org

Catering

We do not provide caterers. However, we can recommend caterers who are familiar with the Venue. Should you wish to bring in your own caterers, the relevant food handling certificates, all glassware, chinaware, cutlery and cloths to be provided by the Client.

Parking

One allotted parking space in the Service Yard at the Elverton Street entrance is available. This parking space is intended for the caterer's usage, but can be used at the Client's discretion for other suppliers. Additionally, there is NCP Parking in Medway Street, opposite The London Scottish Regiment. Westminster City Council have a Park Right App, which can be downloaded for information regarding parking facilities and charges.

Bar and Cloakroom Staff

The bar staff are an additional cost, and bookable through the Assistant Clerk's Office. The bar will be fully stocked, but prior notice will be required if barrel beer is requested, as this will require an early order. Timings for the bar opening hours to be confirmed nearer to the event date. Cloakrooms are normally left unattended but staff, if required, can be booked at the same rate as bar staff.

Corkage

A corkage fee is payable if drinks are brought into the Venue by the Client. Alternatively, the London Scottish Regiment can supply all drinks on a sale or return basis. All drinks can be delivered and stored prior to the event, but delivery times etc. will need to be detailed into the contract and costed accordingly.

Extra Equipment

All extra equipment including electricals e.g. extension leads, TV/Plasma screens, PA system to be provided by the Client. A handheld microphone, stage and lectern are available for the Client's use.



Museum Tour, Piper, and Pipes and Drums Band

Please refer to the Assistant Clerk's Office for further information including rates and availability.

Disabled Access

Disabled access is available within the building, though currently there are restrictions with entering and exiting the steps via the Horseferry Road entrance. Assistance is available if required, using a wheelchair lift, though prior notification is requested through the Assistant Clerk's Office as a trained operator has to be on site.

Wifi

Wifi is available in the Drill Hall and details can be provided on request.

Storage

Overnight storage is limited and is stored at the client's own risk.