

LONDON SCOTTISH HOUSE

Confirmation of Booking and Venue Hire Agreement

Ref: _____ **Date:** _____

Client/Company Name: _____

Postal Address: _____

Client Representative: _____

Caterer: _____

Number of guests: _____

Venue: London Scottish House, 95 Horseferry Road, Westminster London SW1P 2DX

Event date and timings:

Date	Location	Access Start	Event End

Requirements:

Security Duties		Number of Tables	
Set-up Duties		Number of Chairs	
Bar Duties		Floor plan (48 hours in advance)	
Cloakroom Duties Cloakroom Staff		Piper/Pipes and Drums band	
Permission for use of client photographs for publicity purposes		Projector, Screen, extension lead	
Storage		Corkage	
Handheld Microphone <i>Drill Hall only</i>		Stage (16' x 12') <i>Drill Hall only</i>	
Museum Access		Regimental silver (Mess only)	
Lectern		Wheelchair access	
Parking		Attendance list (24 hours in advance)	

HIRE FEE TOTAL: _____

Terms and Conditions

The agreement is the sole evidence of an agreement between London Scottish House and 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. Any breakages or damage to the property will be forfeited from the deposit accordingly.
- iii. In the event of cancellation deposit is non-refundable 7 days or less prior to the event.

Timetable.

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

Use of Rooms.

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.

Security.

The Client will observe all security and other imposed restrictions.

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

- a) refuse entry to any persons who are in the opinion of London Scottish House posing a safety or security risk 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.

Guest List.

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.

Public Liability.

The Client will be held responsible and liable and must indemnify London Scottish House 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 London Scottish House or to contractors appointed by London Scottish House to assist at the Event. Please see (ii)
All clients are required to be insured for public liability.

Good Order.

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 London Scottish House reserves the right to terminate any Event not properly conducted.

LONDON SCOTTISH HOUSE

Equipment.

No equipment is to be delivered to the Venue without the prior agreement of London Scottish House. London Scottish House 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. All deliveries must be contracted as part of the event time table, otherwise storage charges will be liable.

Health and Safety.

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

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.

Facilities.

At the end of an Event, or at a time agreed by London Scottish House 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 Headquarters Trust cannot accept any responsibility for equipment or other effects left at the Venue before or after an Event.

Fire regulations.

Fire exits and extinguishers 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. Current fire regulations are given to the Client at commencement of event.

Music.

Music to end at 2300hrs. All equipment to be brought in by the Client and removed at the end of the event. Application can be made to Westminster Council for an extended license.

Licensing Laws.

The current licensing laws prohibits alcohol consumption on the premises after 2300 hours from Monday to Saturday. Last orders at 2230hrs.

Sunday Licensing Hours prohibit alcohol consumption on the premises after 2230hrs. Last orders at 2200hrs.

Emergency.

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

I have read and agreed to the Terms and Conditions of Venue hire.	
Signature:	For and on behalf of:
Print name:	Date:

Please return pages 1 to 3 to Laura Truman, Duty Event Manager.

Email: laura.truman@londonscottishhouse.org or fax: 0207 233 7909.

The Event Manager and Security Officer are on duty throughout the event.

LONDON SCOTTISH HOUSE

ADDITIONAL INFORMATION

Duty Event Manager

Laura Truman
Assistant Clerk
0207 630 1639
laura.truman@londonscottishhouse.org

Catering

We do not provide caterers. However, we would recommend the following caterers who have worked with us and are familiar with our venue and procedures.

Contracts must reflect the timetable for all catering requirements for entry and exit from the premises.

1. Ailsa Pettersson
ailsa@creative-cuisine.co.uk
07711 750 687
2. Jake Honeywell
info@octopusfood.com
07958 567 325
3. Just Joe caterers
orders@justjoe.net
0207 627 8977

Should you wish to bring in your own caterers, the relevant Food Handling Certificates will be required.

All glassware, chinaware, cutlery, flowers, candles and cloths to be provided by the Client.

Parking

All parking applications must be made in advance, prior to the event, and details of car model, registration number, colour of vehicle and driver's ID will be required.

Two parking spaces are available in the service yard at Elverton Street entrance. There is further parking space in the car park in the basement, available on request. Additionally, there is NCP Parking in Medway Street, opposite London Scottish House. 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. Timings for the bar opening hours to be confirmed.

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 Regimental Trust 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.

LONDON SCOTTISH HOUSE

Extra Equipment

Projector and screen, and extension leads are available as part of the Client's Contract. HDMI to HDMI, HDMI to Mini Display. Port Cable and Scarf cables available. A handheld microphone, stage and lectern are also available for the Client's use.

Museum Tour, Piper, Pipes and Drums Band

Please refer to the Assistant Clerk's Office for the 2019 Events Rates including current prices and check with the Office for availability.

Disabled and Wheelchair Access

Disabled access is available within the building, at the Elverton Street basement car park entrance though currently there are restrictions with entering and exiting the steps via the Horseferry Road entrance. Prior notification is requested if assistance is required.

Storage

Overnight storage is limited and is stored at the Client's own risk. Please refer to 2019 Events Rates for current storage prices.

01 02 2019