



One Alfred Place Conditions of Hire Agreement

The following terms of hire forms a binding agreement between Business Clubs Ltd trading as One Alfred Place (termed in this document as 'One Alfred Place', 'the club' or 'the venue') and the hirer (who is either a legal entity, e.g. a Limited Company, or an individual). The term 'Event' means a booking made by the hirer to use any specified location or room within One Alfred Place for a specified time and date. The following terms are applicable and in force once this document is signed by the hirer.

Payment

One Alfred Place will provide a detailed estimate of all costs based on the specifications supplied by the hirer.

Bookings will only be confirmed by the venue once a Conditions of Hire Agreement is signed and returned by the hirer and a 50% deposit has been paid. This deposit is non-refundable.

A signed Conditions of Hire Agreement binds the hirer to the terms of the agreement including payments and cancellation policies regardless of whether the deposit has been paid.

Full pre-payment of the booking is due 10 working days prior to booking date (or at time of booking if within 10 working days). Management reserve the right to refuse access to the venue without full pre-payment.

The Conditions of Hire Agreement must be signed on by an authorised signatory on behalf of the hirer.

A final bill will be provided the first working day after your event. Any outstanding amount must be paid within 2 weeks. Bills not settled within this time will be subject to a 2.5% interest charge per month.

If payment is not received within 2 weeks of the event a £50 admin fee will be charged each time One Alfred Place has to chase for payment.

Once confirmed the hirer will then be liable to the cancellation fees set out below.

An optional 12.5% service charge based on all food and beverage consumed will be added to the final bill.

Cancellation for Store Street Room Bookings

Cancellations must be made in writing to the Events Manager.

A 50% deposit is required to confirm the booking. This is non-refundable.

In the event of a cancellation by the hirer less than 10 days before the event the hirer will be required to pay in full the most recent estimate (including VAT).

Cancellation for Meeting Room/Boardroom Bookings

Cancellations must be made in writing to the Events Manager.

Cancellation by the hirer more than 5 days before the booking incurs no penalty.

In the event of a cancellation by the hirer less than 5 days before the event the hirer will be required to pay in full the most recent estimate (including VAT).



Catering/Event Details

No external food or beverage is permitted in the club. Any external food and drink brought into the club and/or private space will be subject to a £10.00 per person surcharge, applicable at each instance.

All catering must be arranged through One Alfred Place unless by prior arrangement with the Events Manager.

All event details including room set up, final attendee numbers, catering numbers and menu choices must be confirmed in writing to the Events Manager no later than 5 working days before the event (Store Street bookings) and 48 hours before the event (boardroom and meeting room bookings). Requests after this time frame cannot be guaranteed.

Any cancellation of catering or reduction of catering requirements less 5 working days before the booking (Store Street bookings) or 48 hours before the booking (boardroom and meeting room bookings) may still be charged.

Any major changes in set-up requested on the day of the booking may be subject to a £100 charge.

Force Majeure

The venue shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event.

Additional Services

One Alfred Place is able to coordinate additional services such as audio visual, lighting and event theming. Requirements must be communicated to the Event Manager prior to 5 working days.

The hirer acknowledges that many of these services are provided to One Alfred Place by third parties, and, although One Alfred Place will use its reasonable endeavours to ensure that these services are available to hirer, the club cannot and does not give any warranty, representation or guarantee as to the availability or level of performance of any such service.

General

In order to maintain the integrity of a members club, attendees of the event are not allowed to use any other areas of the club apart from those specified in the event booking. It is the hirer responsibility to ensure that their guests adhere to the rules of the venue.

The club common areas are for use of members and their guests only.

It is the hirer's responsibility to ensure that the event booking starts and finishes at the times specified in the booking. Additional charges for over running will apply unless approved by the Event Manager.

It is the hirer's responsibility to ensure that any persons attending the event take good care of the club and its fittings, equipment and other property. Any damage caused (including accidental) must be paid by the hirer.

Rooms are hired entirely at the hirer's own risk. One Alfred Place cannot be held responsible for loss or damage to the hirer's (or their guests) property.

The hirer must not attach anything to the walls or make any alterations to the structure, fittings, decoration or furnishings of the venue. Penalties will apply for any breach of this request.

Any items left in the venue after an event will be disposed off unless prior arrangements have been made with the Event Manager



All attendees must be over the age of 18.

Any request for filming must be communicated to the Event Manager in writing prior to the event date. Filming must not take place in the open areas of the club and authorisation will be decided on a case by case basis

The venue reserves the right to take photographs of the booking set up and operations. These images along with mention of the booking may be used for marketing purposes. Please contact the Event Manager prior to the event should you not wish to participate.

*Please contact the Event Manager with any queries events@onealfredplace.com 020 7299 8189
One Alfred Place, 1 Alfred Place, London WC1E 7EB*