

## Terms & Conditions of Hire

Thank you for choosing **The Royal Geographical Society (with The Institute of British Geographers)** ("the Society") for your event. All applications for the hire of rooms and facilities should be addressed to Royal Geographical Society Enterprises Ltd. ("the Company").

It is important that you ("the Hirer") clearly understand, when you make a booking with the Company, who is responsible for what. The following Terms and Conditions, together with the Booking Form and any written quotation provided by the Company, set out clearly where the responsibilities lie and shall form the contract between you and the Company. Due to the Society's charitable status, these Terms and Conditions may differ from those you would expect from a hotel or conference centre and **you should ensure that you have read and fully understood these Terms and Conditions before booking.**

### 1. Purpose of the Booking

All bookings made with the Company are granted strictly for the purposes agreed and will be accepted only on that basis. The Company restricts the type of event that can be held at the Society's premises. The Society's premises cannot be hired for the purposes of promoting organisations where the business or activities of the Hirer or the nature of the event may (in the sole opinion of the Company) be detrimental to the Society's status or reputation. Non-exhaustive examples of organisations or events that the Society considers may be detrimental include organisations involved with campaigning, religious, or political activities where the promoting organisation is not a charity registered with the Charity Commission, and events where there is a risk of the event being the subject of demonstrations or rallies in or around the Society's premises. **It is the responsibility of the Hirer to adequately disclose the nature of Hirer's business and activities and the nature and content of the event to the Company at the time of requesting a booking.** The Hirer may not transfer its rights or responsibilities under the contract to any other person or organisation.

### 2. The Royal Geographical Society (with The Institute of British Geographers)

The Society's name may only be used to indicate the location of the event and the Hirer agrees that it will not, under any circumstances, use the Society's name or reputation to promote its own activities. Invitations, application forms, publicity, etc. should state '...in the Ondaatje Theatre of...' or '...at the premises of the Royal Geographical Society (with The Institute of British Geographers), 1 Kensington Gore, London SW7 2AR' as the case may be, and then specify the entrance to be used, which will either be Kensington Gore or Exhibition Road Doors; this will be clearly stated on the Booking Form. Hire of the Society's premises does not in any way indicate the Society's endorsement of, or support for, the Hirer's business or content of the event.

### 3. Photography, TV, radio, and other media recordings

Permission to photograph, record or broadcast within the Society's premises must be granted from the Company at least 48 hours in advance. A separate contract will need to be completed for recording or broadcast activities. The Company reserves the right to levy a charge and not permit recording considered inappropriate.

### 4. Lectures, Conferences, Press Launches, etc.

The Hirer shall provide the Company with details of speakers/lecturers and the title and subject matter of their event not less than 7 days prior to the event. The Hirer shall also provide the Company with up to 5 invitations and copies of all press releases at least 24 hours before any such invitation or press release is distributed.

### 5. Conditions

Unless expressly stated in writing, the Company will submit a written quotation which the Hirer shall accept in writing, indicating acceptance of the Terms & Conditions of Hire as set out below. The absence of such written quotation or acceptance, however, shall not invalidate the contract and all work quoted for and undertaken by, or goods hired from, the Company shall be subject to these terms and conditions and the Hirer by authorising or allowing work to proceed is deemed to have confirmed the contract and to have accepted these terms and conditions.

### 6. Payment Terms

- a. Strictly Net 14 days.
- b. Deposit of 33% of the hire charges may be required by the Company.
- c. If settlement is not effected within 14 days from the date of the event the Company reserves the right to charge interest on any outstanding monies at the annual rate of 4% above the base rate from time to time of the Royal Bank of Scotland plc from the due date for payment until the actual date of payment in full.
- d. No receipt will be recognised unless given on the Company's official receipt form.
- e. The Company reserves the right to apply for the usual Trade references.

### 7. Quotations

- a. The Company reserves the right to revise or withdraw any quotation prior to acceptance and to vary the quoted Hire charge(s) should any substantial increase in labour or equipment cost occur before or during the period of hire.
- b. All quotations are made strictly subject to the equipment being available at the time of ordering. Every effort will be made to supply exactly as ordered but the Company reserves the right to substitute the nearest available item(s) should the necessity arise.

**8. Confirmation of bookings**

To confirm a provisional booking the Hirer needs to send written confirmation by post, email or fax, indicating the date and times of the booking they wish to confirm. The note of confirmation should include the Hirer's contact and invoicing details. A confirmed Booking Form cannot be raised without written confirmation.

**9. Period of Hire**

- a. The period of hire is understood to mean the period specified on the Booking Form when the room or facilities are ready and available for use.
- b. Over-running of booked time by more than half an hour will incur an excess charge.
- c. Setting up time, once agreed should be strictly adhered to.

**10. Loss & Damage**

The Hirer shall during the period of hire be responsible for the safe use and custody of the Company's property. Damage or loss thereto (other than by fair wear and tear) will be charged at current replacement rates. The Hirer must satisfy himself before use that any equipment ordered has been delivered. The Company's attention should be drawn immediately to any miscounts, omissions, wrong delivery of faulty equipment. The Company cannot accept responsibility for the safety of Hirer's own equipment stored or housed in their premises. The necessary insurance for this should be effected by the owners.

**11. Behaviour of Event Attendees**

The Hirer shall ensure that the event attendees behave in such a way that they do not cause a nuisance or unreasonable disruption to the Society, its members, employees, or to anyone else using or visiting the Society's premises. Should any event attendees refuse to, or appear unwilling to alter any aspect of their behaviour that is unacceptable to the Society, the Company reserves the right to terminate the stay of the person(s) involved or all of the event attendees.

**12. Liability**

The Company will not be responsible for and the Hirer will indemnify the Company against all claims for injury to persons and loss or damage to property or equipment howsoever caused, unless it can be proved that such injury, loss or damage is the result of negligence or faulty workmanship on the part of the Company. The minimum indemnity limit should be £ 2million for any one occurrence. Should you need further guidance in this matter then please contact the House Office.

**13. First Aid**

The Hirer is responsible for ensuring provision of such facilities as required but may contact the House Office for details. The Company will not be bound to provide any trained first aid personnel/facilities. Whilst there are normally trained Certified First Aiders on the premises between the hours of 0930 and 1730 hours on weekdays, the Company cannot guarantee that there will be any such provision at any other times.

**14. Cancellation by the Hirer**

Should the Hirer wish to cancel the contract prior the event the following cancellation fees apply: prior to 7 days' notice: 50% of the hire charges; 2 days' notice: 75% of the hire charges; 1 days' notice or less: 100% of the hire charges.

**15. Cancellation by the Company**

The Company reserves the right to cancel the contract without liability to you if you are in arrears of previous payments or the Company becomes aware of a failure by you to adequately disclose the nature of your business and activities or the nature of the event to the Company at the time of requesting a booking or if there is any significant change in your circumstances or the nature or content of the event that could adversely affect the reputation of the Society should your event proceed.

**16. Force Majeure**

Whilst every effort will be made by the Company to carry out any order accepted, the full performance of it is subject to variation or cancellation by the Company consequent on Act of God, War, Strike, Riots, Fire, Floods, Storm, Gale or Tempest, Malicious Damage, Lock Outs or other labour disturbances, restrictions on the use of transport, labour materials or any other cause beyond the control of the Company. In the event of frustration of the contract due to any of the above causes the contract shall be deemed to be complete and on the Company any giving notice to that effect the Hirer shall be liable to indemnify the Company and pay a sum equivalent to the aggregate of the costs incurred by the Company in labour, sub-contract and incidentals up to the date of the notice plus 10%.

**17. Governing law and disputes**

The contract will be governed and interpreted in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales in respect of any disputes arising from or in relation to the contract or its subject matter.

**18. Other**

- a. **No Smoking** - a no smoking policy applies throughout the premises.
- b. **Food and drink** - no food or drink is permitted in the Ondaatje Theatre.
- c. **Notices/ posters / images** - display of any material should be by prior arrangement with the House Office. No material should be fixed or attached to any walls or furniture.
- d. **Music** - music is not permitted outside the building, for example on the Terrace or in the Garden.
- e. **Candles** - non drip candles may be used for events, provided there is written consent from the House Office.
- f. **Confetti and rice at weddings** - the throwing of confetti or rice is not permitted, either inside or within the grounds.

## SUPPLEMENTARY TERMS & CONDITIONS OF HIRE

The Society is making every effort to improve security and health and safety procedures. A copy of the Society's **Statement of Safety Policy** is available, upon request, from the House Office.

Normal opening hours are from 0930 until 1730 hours on weekdays, excluding Bank Holidays. Opening the building at any other time is regarded as a *special* opening.

No access will be granted to visitors of any sort (*including organisers, staff, volunteers, guests, delegates, contractors, delivery men, couriers, etc.*) unless one of the two main entrances to the Society - Kensington Gore or Exhibition Road - is manned by one or more Commissionaires/other appointed cloakroom staff.

One of the two main entrances will have to be open for all evening events (no matter what time they are scheduled to commence) from 1730 hours. For weekend openings one of the entrances will have to be open from *at least* two hours prior to the event, to permit time for setting up. Cloakroom staff will also have to be hired for all weekday events of more than 50 guests/delegates.

All visitors will be expected to report to the Cloakroom staff, should the organisers or staff appointed by the organisers be absent from the registration/reception desk.

In the event that the organisers of an event, or the staff appointed by the organisers, need to absent themselves from the registration/reception area, then we recommend that they take all cash/monies and valuables with them. The Society does not hold itself responsible for the loss of cash/monies or valuables.

The Hirer should provide the House Office with a full list of any organisational staff/contractors, together with details of any expected deliveries/collections before/on/following the event.

The Hirer is expected to keep a full list of delegates/guests to conferences, seminars/meetings/launches and parties/receptions of all descriptions. This list should be made available upon request to the House Office.

For ticketed events, all visitors should be asked to show or hand in tickets at the door. The Hirer may be asked, by the House Office for details of persons who have obtained tickets and are asked to request and keep a record of the name and address of individuals who buy tickets *for cash* on the door.

The cost of staffing a special opening will be born by the Hirer and will always involve the hire of Cloakroom and Security staff and they will have to be on duty before the Society's building can be opened. Details of rates are provided on the rate sheets available from the House Office. A customised quote may be obtained by discussion with the House Office staff.

The Society is a busy venue with numerous events happening throughout the building during a typical week. We therefore request that deliveries prior to the event arrive no more than 24 hours before the start time, unless by special arrangement. Please ensure that all packages are clearly labelled with the name and date of the event, and are addressed to 'The House Office, Royal Geographical Society (with IBG), 1 Kensington Gore, London, SW7 2AR'.

When you leave on the day of the event please ensure you take all your items with you, when possible. If you need to leave equipment on the premises please package it up and leave it where you are advised to do so by the House staff. All packages should be clearly labelled with the name of the event, organiser's name and the address which the packages are to be sent. These should be collected by yourself or a courier between the hours of 0800-1230 and 1330-1800, Monday to Friday. Please arrange collection the next working day, unless by special arrangement.

## IMPORTANT NOTE ON TERMS AND CONDITIONS – PLEASE READ

The premises of the Royal Geographical Society (with The Institute of British Geographers) cannot be hired for the purposes of promoting organisations **where the business or activities of the Hirer or the nature of the event may be detrimental to the Society's status or reputation.**

It is the responsibility of the Hirer to adequately disclose the nature of Hirer's business and activities and the nature and content of the event to the Company at the time of requesting a booking.

We reserve the right to cancel the contract if we become aware of a failure by you to adequately disclose the nature of your business and activities at the time of requesting a booking

Please also note that permission to photograph, record or broadcast within the Society's premises must be granted from the Royal Geographical Society (with The Institute of British Geographers) at least 48 hours in advance. A separate contract will need to be completed for recording or broadcast activities. Also note that media releases must be approved by us at least 24 hours in advance.

For more information please contact the Venue Hire team, by emailing [venuehire@rgs.org](mailto:venuehire@rgs.org) or telephoning 0207 591 3090.