

## 2009 Room Hire Agreement – Garden Court Chambers Ltd

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form.

1. Provisional bookings are not guaranteed until they are confirmed. Cancellation fees are liable on all confirmed bookings.
2. Where room bookings are provided at discounted rates or free of charge, additional conditions apply:
  - -a member of chambers must be in attendance at all times
  - -catering equipment must be cleared away, washed up, (glassware using dishwashers provided). Food must be bagged and removed.
  - -conference rooms should be left in the condition they were found as should the exterior of the building
  - if smoking outside has been agreed in advance, the ashtray bins provided must be in use and these will be emptied by the hirer and the external area checked and cleaned up afterwards if necessary
  - -under no circumstances may posters be affixed to walls, doors etc using selotape or blue tac adhesives, otherwise an automatic charge will apply
  - -a refundable deposit will be required of 50% of relevant room hire rate if food and alcohol are provided (self supplied)

Chambers reserves the right to **charge the full relevant hire rate** where these conditions are not met and acceptance of a discounted or free booking is an explicit acceptance of this condition.

2. Security. Garden Court Chambers Ltd strives to maintain a high level of safety & security. This requires hirers to pay the costs of any additional staff required to manage the event.

• Hirers and their guests must at all times remain within the defined areas for room lettings and act on requests from staff.

• Organisers are encouraged to arrive in well in advance of delegates / guests so that early arrivals can be verified.

For safety reasons the procedure to follow if the alarms ring must be explained at the start of any meeting. Organisers should make themselves familiar with primary and secondary escape routes and the assembly point opposite the main entrance or appoint someone in their team to be responsible for this.

3. Fire Regulations. Garden Court Chambers Ltd regulations will be observed by the Hirer at all times. Candles and indoor fireworks are not allowed under any circumstances. The alarms are very sensitive to any form of smoke. Accidental alarms will incur charges of £125 to reset the alarms for the attendance of the key holder service and alarm company.

4. Damage. The Hirer will be responsible for making good any damage or excessive wear and tear caused by clients, contractors or delegates. Garden Court Chambers Ltd shall be entitled to make good such losses or damage and charge the Hirer. A £200 fully refundable deposit will be taken against all bookings which involve consumption of food or alcohol. **Posters may not be fixed to any surface using Selotape or any adhesive substance an automatic charge will apply.**

5. Obligations to Garden Court Chambers Ltd. Garden Court Chambers Ltd will use its best endeavours to supply the accommodation specified in the Booking Form. Garden Court Chambers Ltd shall not be liable for any failure to provide the accommodation reserved when that failure is caused by an event beyond its reasonable control although Garden Court Chambers Ltd will use its best endeavours to provide alternative accommodation. Garden Court Chambers Ltd also reserves the right to determine and vary the location of any accommodation to be used at its discretion both before and during the hire.

6. Liability. Garden Court Chambers Ltd will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon Garden Court Chambers Ltd's premises either by the Hirer or by its agents, contractors or delegates. The Hirer shall be liable for and indemnify Garden Court Chambers Ltd against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, agents, contractors or clients.

7. No Smoking Regulations. **Smoking is prohibited in and immediately outside the Garden Court Chambers** Ltd building except for the designated smoking area outside. Garden Court Chambers Ltd smoking regulations will be observed by the Hirer at all times.

8. Copyright. The Hirer is responsible for ensuring that no copyright laws are broken during events held at the Garden Court Chambers Ltd premises.

9. General. The Hirer and any parties brought into Garden Court Chambers Ltd are expected to behave in a responsible manner and with due regard to the regulations of Garden Court Chambers Ltd (including those relating to statutory fire and safety requirements) and any reasonable instructions of Garden Court Chambers Ltd and its officers. Any breach in respect of the Hirer's obligations may result in termination of the booking.

10. Correspondence. Any notice to the Hirer shall be given at the address on the Booking Form or any other address which the Hirer may notify Garden Court Chambers Ltd for the purpose of this booking.

11. Payment. The Hirer agrees to make payment of monies due for services rendered upon receipt of the invoice.

12. Cancellation Charges. Confirmed bookings are subject to cancellation charges as follows:

- a) More than 8 weeks before the date of the booking no charge will apply.
- b) Between 8 and 4 weeks 25% of the value of business lost.
- c) Between 4 and 1 week 50% of the value of business lost.
- d) Less than 1 week 100% of the value of business lost.

Value of business lost will be calculated on the cost of the room hire and catering ordered at the time of booking.

13. Tariff and additional charges. The tariff and additional charges applied to a booking is that agreed at the time of booking.

14. Jurisdiction and Proper Law. The contract, constituted by the Booking Form and Garden Court Chambers Ltd's confirmation thereof, shall be subject to English law and shall be deemed to have been made in England. Garden Court Chambers Ltd - A company Limited by Guarantee. Reg. No. 4170425. Registered Office: Garden Court Chambers Ltd, 57- 60 Lincoln's Inn Fields London WC2A 3LS VAT NO GB 244 896 718