



**TERMS & CONDITIONS for hire of the Jewish Vegetarian Society (also known as JVS) only. Please note that payment denotes full acceptance of our terms and conditions.**

### **Booking terms**

1. A booking will not be considered to be confirmed until full payment has been received and the booking confirmed in writing by JVS. Agreed hire charges will be as specified on the booking form.

1a. The client will have no use for or access to any other areas of the building other than those agreed in the booking form. The garden is only available for use from mid-March to mid-October.

### **2. Cancellation:**

Should government restrictions prevent your event from going ahead, we will issue a full refund and there will be no charges.

All clients are liable for cancellation charges as follows:

- Provisional bookings: no charge
- Confirmed (paid for) bookings with cancellation received more than 14 days prior to the booking, we will process a refund for 50% of the total.
- Confirmed bookings fewer than 14 days before the date of hire - no refund.

2a. Damages deposit - the client may be asked to make an advance payment of a refundable damage deposit, together with the second half of the booking payment, which will only be used in the event of the client causing damage, see below.

3. Any changes to facilities used by the client subsequent to the acceptance of this agreement may result in additional charges. Any such changes in fees will be confirmed in writing by JVS to the client. The hours stated on the booking invoice must be adhered

to by the client. Staying beyond the agreed time is not permitted under any circumstances, and it is highly disruptive. Doing so will incur a penalty of £100 per half hour, and may result in the client not being allowed to use the venue in future. The client must respect both JVS' licensing hours, and the fact that there are other people using the venue.

4. This agreement is solely for the client (company/person) named on the invoice and is not transferable.

5. JVS reserves the right to cancel this booking (or any part of it) without notice in the event of the facilities booked being rendered unfit or unavailable for use as a consequence of unforeseen circumstances or circumstances beyond the control of JVS. In such an event the client shall be entitled to a refund of the cost of hire of the facilities only.

6. JVS gives no guarantee, warranty or representation that the JVS venue ("the building") or the facilities are fit or suitable for the client's purposes.

### **Liability**

7. JVS accepts no liability whether under contract law, tort or statutory provision for loss or damage to the client or any user connected directly or indirectly to the client other than that which may have been caused as a direct result of any negligence or fraudulent act or omission by JVS.

8. Any loss or damage caused to the building, the facilities or their contents by the client or any person connected directly or indirectly to the client is the full responsibility of the client and costs incurred by JVS as a consequence of such loss or damage will be charged in full to the client and the client indemnifies JVS in respect of any loss or damage in respect of any claim made by a third party arising from any act or omission of the client or any user connected directly or indirectly to the client. The client also agrees to prevent such damage occurring, other than normal wear and tear, to the fabric of the building (which was newly renovated as of summer 2018) and to exercise full and continuous supervision of all users of the building or the facilities connected directly or indirectly to the client. Under no circumstances may any items be drilled or screwed or nailed into any wall. The client is advised to contact JVS with any queries relating to this.

9. Proof of the client's (corporate clients) Public Indemnity Liability Insurance (minimum cover of £1,000,000) is required and may be requested. If the client is using the services of employees then Employers' Liability Cover is also required. Failure to produce evidence of both such insurance policies will nullify the booking.

10. Children under 11 years old should be supervised at all times.

11. The presence in the building or the facilities of a VIP or Noted Person must be notified to JVS with at least seven days' notice.

12. By entering into a contract with JVS to hire facilities in the building, the client agrees to comply with JVS policies that forbid all discrimination on grounds of age, race, religion, disability, sexual orientation, criminal convictions.

13. The client agrees to comply with all regulations connected with the permitted use of the building, including fire regulations, health and safety regulations. The client shall not use the facilities for any illegal or immoral purpose.

14. The client is requested to familiarise themselves with the fire emergency procedures before their booking begins.

15. The building has strictly no smoking throughout, this includes the garden and forecourt / car park. In addition, no naked flames are allowed anywhere in the building.

16. The JVS reserves the right to refuse admission or to eject an individual(s) without refund for behaviour likely to cause damage, injury or nuisance, and to remove any person(s) for reasons of public safety, overcrowding or otherwise.

17. The JVS has no liability for any damage or loss, consequential or otherwise to individual(s) or their personal property.

### **Security and safety**

**18. For the following, most serious of breaches, the client will not be permitted to use the venue again:**

- Leaving windows open after the booking period has ended.
- Leaving any main doors (at front, side or rear) open or on the latch, and thereby allowing entry to others, this applies after the booking period has ended.

- If a key is left in the door, (at front, side or rear), and thereby allowing entry to others
- Propping front doors or side gates open, and leaving them unsupervised.

Any loss resulting from improperly following this procedure will be borne by the client.

19. Leaving either of the two main hall doors (with coded locks) unlocked after the booking period has ended will result in a £100 fine for each door. They must be fully closed.

20 .The client is required to request advance use of the car park (minimum 72 hours), and supply number plates and named drivers. JVS is under no obligation to provide access to the car park, access is therefore not guaranteed at all times.

21. It is the responsibility and duty of the client to carry out the appropriate checks on their guests and deny entry where suspicions of a possible danger posed are raised.

22. JVS asks that all clients have the Community Security Trust (CST) phone numbers readily accessible, they are:

- CST General: 020 8457 9999
- CST Emergency: 0800 032 3263

In the event that a client needs to call CST / the emergency services, the client must then report this to JVS as soon as possible.

23. The client must use the intercom system to check who is at the door before granting entry, and personally let people in, with the exception of Sabbath / high holiday events, in which case, the intercom system does not need to be used, however the client must ensure they vet their guests and personally let people in. JVS requires the client to take advice from CST (contact details above) on what measures to carry out.

24. Where temporary signage is affixed to the front doors / any other surfaces, this must be done with a tape that does not leave a mark, and the signs must be removed at the end of the booking. Where items are left on the walls, there will be a £25 fine.

25. The client must leave the building in an orderly and respectful manner, and not gather or make high levels of noise in the forecourt. The security advice provided to JVS

is that groups should leave the building swiftly, without delay. The client should be aware that there are other users of the venue who must not be disturbed.

25a. The client is advised to use the JVS checklist to ensure everything is left in good order.

## **General**

26. It is the responsibility of the client to ensure that all lights are switched off, except where this is a booking that requires lights to be left on in advance.

27. The client is expected to ensure that neither itself nor any user connected directly or indirectly to it does anything which could harm JVS or its reputation (including its regulations concerning denigration, discrimination and characterisation). The client is to contact JVS if clarification is required.

28. All JVS employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff and volunteers working on our premises, including door supervisors, contractors and delivery personnel. JVS reserves the right to both refuse entry to and eject any guest who violates this policy.

29. The client is expected to leave the facilities, in a clean and tidy condition. Under no circumstances may any perishable food be left in the fridge / anywhere in the venue, the client must ensure this is removed by the end of the booking, together with all possessions.

30a. Where the client is planning a large scale event with high levels of waste, the client is required to give advance notice of this (minimum seven calendar days) to JVS, in order that they can liaise on planning for this. The client may incur an additional charge for private removal of high levels of waste generated by the client's booking.

30b. As part of JVS' environmental commitments and obligations, recycling is mandatory, and we do not allow any single use polystyrene cups or plates in the building.

31. The client is expected to obtain all necessary consents relating to its use of the facilities including performing rights, copyrights and similar.

32. The client is expected to treat with care the equipment and furniture provided with the use of the facilities. In case of breakage, the client shall be charged the replacement cost. The client is required to notify JVS of any breakage by the end of their booking. All furniture in the hall must be restored to its original layout.

All conference room furniture must remain in the conference room. **Failure to reinstate the conference room properly will result in a fine of £100 payable within 48 hours. Fire exits must be kept clear of furniture, failure to do so will result in a £100 fine.**

Unless being used for their intended purpose, fire extinguishers must not be moved from their position. **There will be a £100 fine for each extinguisher that is moved out of the room it is supposed to be in, payable within 48 hours.**

33. The JVS insists that no stiletto (or similar) shoes are worn anywhere in the building. These will cause damage that will incur a high repair cost, to be paid in full by the client. JVS therefore requires the client to give advance notice of this to their guests.

34. The JVS has legal limits for capacity which must be adhered to, which include the garden and temporary structures. Where a client's planned usage differs from the regular JVS usage, the client must arrange, complete and pass on an independent Fire Risk Assessment, the cost of which is to be covered by the client.

35. JVS agrees to heat and light hired facilities and communal areas. Where a member of staff is available, they will open and close the building. The client will be informed in advance if keys will be supplied in place of a JVS staff member. Where keys are supplied, under no circumstances may they be copied. Keys must be returned immediately after the booking, instructions will be provided to the client explaining how to do this.

36. Any items left in the facilities or in the building by the client may be removed by and disposed of by JVS. It is the client's responsibility to take all of their possessions with them when leaving. JVS would politely request that nothing is left behind. If in advance the client wishes to donate an item/s to JVS, we would ask that the client checks first.

38. JVS permits only vegan food and drink, non-vegan food or drink that is brought on to the premises must therefore be withheld from service and removed from view in the first instance, and from the building by the end of the hire. Notice of a breach will be issued in writing via email. Successive breaches will result in the client no longer being

able to use the venue. The client is encouraged to contact JVS with any questions about this or if assistance with planning catering is required.

39. This agreement is a mere license and grants the right to use the facilities at the specified times on the specified dates and shall not create a relationship of landlord and tenant between JVS and the client.

40. This agreement shall be construed and governed by English law and is subject to the exclusive jurisdiction of the English Courts. Nothing in this agreement shall be deemed to constitute a partnership of any kind between JVS and the client.