

Terms and Conditions for Venue Hire

1. Parties

This Agreement is made between WCIA and (names in capitals):

2. Date of Event

Date	Time	Event	Space	No. of guests
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The following Terms and Conditions form the contract we sign with each client wishing to hire out any venue space within the Temple of Peace

Definitions

“WCIA” means Welsh Centre for International Affairs (registered charity number 1156822)

“Venue Hire Agreement” means the signed acknowledgement and acceptance of the Terms & Conditions in addition to details, dates and times of the proposed activities at the Venue for which WCIA’S permission is sought and to which WCIA has agreed to.

“Duty Manager” means the employee of WCIA designated to manage/supervise the Event

1. Booking Procedure

1.1. No booking will be deemed confirmed until WCIA has received:

1.1.1. A signed confirmation that indicates that the client has acknowledged and accepted these Terms & Conditions.

1.1.2. Payment of deposit - 50% of venue hire, and additional £500 damage deposit for events outlined in point 14.

1.2. The balance of all fees is due one calendar month prior to the Event, which will be invoiced two calendar months prior to the Event.

1.3. If a booking is made less than one calendar month prior to the Event date; then all fees will be due immediately upon booking.

1.4. Where relevant, full or partial damage deposit refunds will be returned within 14 days of the Event.

1.5. Provisional bookings may be made and will be held for a period of two weeks only. Should another client wish to book for the same date(s), the holder of the provisional booking may be informed and asked to provide the deposit and written confirmation within 72 hours, otherwise the venue will be re-let.

2. Venue Access

2.1. The Client, its employees and sub-contractors will be permitted to enter the Property for the purpose of making operational or spatial planning investigations necessary for the smooth running of the event, on dates and times agreed in advance with WCIA.

2.2. All areas or rooms within the Venue to which the Client has been granted access, including agreed access times, are detailed on the Venue Hire Agreement.

2.3. The Client must arrive and vacate by the agreed time, as stated on the Venue Hire Agreement. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorised overrunning (after initial verbal warning from Duty Manager) the Venue withholds the right to interrupt the Event, cut the power supply and exclude hire and third parties from the Venue with or without the assistance of security. If this occurs WCIA will charge additional charges to the Client accordingly.

2.4. 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 where WCIA has agreed to such use. If this occurs WCIA will charge additional charges to the Client accordingly.

3. Equipment, Setup & Staff

3.1. No equipment is to be delivered to the Venue without the prior agreement of WCIA. WCIA reserves the right to refuse the delivery of equipment.

3.2. All venue dressing must be approved in advance by WCIA to avoid damage to the Venue.

3.3. The Client must ensure that any wooden structures brought onto the premises are Class 1 and that all drapes and soft settings and props are fireproofed. WCIA reserves the right to refuse the use of any equipment or props.

3.4. Artefacts including but not limited to drones, fireworks, helium filled balloons, glitter guns, confetti guns and string guns are not permitted in or outside the building. If this occurs WCIA will charge additional fees to the Client accordingly.

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

3.6. At the end of an Event, or at a time agreed by WCIA in the Venue Hire Agreement, the Client shall remove all equipment and effects brought to the Venue. WCIA does not accept any responsibility for equipment or other effects left at the Venue before or after an Event.

3.7. The Venue must be clear of all the Client's property and in a clean and useable condition by the time stated on the Venue Hire Agreement. Failure to comply with this may result in WCIA disposing of the property and charging the Client for expenses incurred.

3.8. All contractors must leave the site in the same condition as they found it, otherwise this will incur a cleaning cost of £500 which will be charged to the client.

3.10. WCIA will take appropriate measures, to supply public address system, projector and other misc equipment in good working order. If a Technician is required to assist with sound or lighting, there may be an additional charge. WCIA reserves the right to insist that their technician be present at an event and charge as appropriate.

3.9. No staging or PA Sound contractors are permitted access to the venue unless they have been approved and/or vetted by WCIA, they have been briefed on the venue and its restrictions, have provided proof of PAT testing and the appropriate fees paid.

3.11. The Client agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be made to Client.

3.12. Use of any non-WCIA Event staff is subject to WCIA discretion and vetting. Reasonable expenses incurred will be charged to the client.

3.13. The number of staff provided for an Event will be determined by WCIA and their sub contractors to ensure the smooth running of the Event.

3.14. The Client must provide a complete list of any suppliers accessing the site including names, contact details and a description of their service to WCIA.

4. The Event

4.1. The times of the Event are set out in the Venue Hire Agreement. Bar service must finish 30 minutes prior to the end of the hire period.

4.2. The Client will not invite or permit more than the agreed number of Guests to attend the Event.

4.3. The Client must supply to WCIA at least 24 hours in advance of the commencement of the Event a list of anticipated Guests in such cases where WCIA has specifically requested this information.

4.4. WCIA, its representatives, employees or agents reserve the right to: a) refuse entry to any persons who are in the opinion of WCIA posing a safety or security risk at or in the vicinity of the Property during, immediately prior to or immediately following the Event; and b) request proof of invitation or identification from each or any Guest, without which entry to the Property may be refused.

4.5. Children are not permitted around the Venue or outside the Venue unaccompanied and are the responsibility of accompanying adults at all times.

4.6. No animals are permitted in or outside the Venue with the exception of guide dogs and assistance dogs, unless previously agreed by WCIA.

4.7. The Client will ensure that all Guests leave the Venue quietly and that no disturbance is caused to local residents or business; and that all Guests leave the Venue no later than 15 minutes after the scheduled end of the Event. Late departure may result in an additional 1-hour hire fee added to the bill and forfeited from the deposit.

5. Food and Beverages

5.1. The sale and/or supply of alcohol is the sole right of WCIA unless by prior agreement. No alcohol of whatever description or associated beverages may be brought onto the premises at any time or for any purpose except where the Venue Hire Agreement stipulates otherwise.

5.2. The Client is not permitted to bring their own alcohol onto the premises. All alcohol is to be supplied by the WCIA or our catering partners. The use of your own bar is not permitted.

5.3. The Client is not permitted to bring their own food onto the premises. All catering is to be provided by our own catering partners, unless they are not in a position to meet the client's specific dietary requirements. Under such circumstances, an external caterer may be permitted at WCIA's discretion once the method of service and preparation of food have been assessed and caterers have completed the relevant paperwork, including signing the Catering Agreement stipulated on the website. An additional £500 fee will also be incurred.

5.4. The number of people for whom catering is to be provided shall be set out in the Venue Hire Agreement. WCIA will endeavour to accommodate any requests for amendment to this number. Amendments may incur a fee and WCIA and its contractors reserve the right to refuse any such amendments.

6. Right of Entry & Good Order

6.1. The right of entry to all parts of the Venue is reserved at all times to WCIA and its officials and employees and any other persons authorised by it.

6.2. The Client shall be responsible that good order is kept in the Venue and WCIA reserves the right to terminate any Event not properly conducted.

6.3. The assessment of the conduct of an Event rests with the Duty Manager and they have full authority to act on behalf of WCIA.

6.4. The Client and their Guests must refrain from any behaviour, which would bring the Venue into disrepute or cause discomfort/risk to others.

6.5. The Client has an obligation to tell all Guests about these terms and conditions and ensure they comply with them. Each Guest must individually agree to comply with the terms and conditions. The Venue will enforce the terms and conditions against Guests individually where relevant.

7. Event Amendments

7.1. Any changes to the times of the Event must be agreed in advance with Venue staff. Extensions to hire times incur additional charges. No variation in times will be permitted once an Event has started.

7.2. WCIA reserves the right to substitute food and/or drink products specified in the Venue Hire Agreement with similar products. Where possible WCIA will make reasonable endeavours to inform the Client of any such changes.

7.3. WCIA reserves the right to refuse any request to increase party size; if this results in a cancellation, the below cancellation policy still applies.

7.4. Any additional services requested by the Client will incur relevant fees.

7.5. Any additional services provided by WCIA with or without consultation of the Client on the grounds of Health & Safety and Security will be charged to the Client.

7.6. WCIA reserves the right to use their preferred suppliers or contractors for any services.

8. Purpose of The Event

8.1. The Client must fully and fairly represent the purpose for which the Venue is required. Any misrepresentation may result in cancellation of the Event at any time by WCIA. Under no circumstances may the Client sub-let or further offer for hire any of the Venue booked.

8.2. Planned sponsorship of the Event must be fully disclosed prior to booking and will be allowed only with full agreement by WCIA and as stipulated in the Venue Hire Agreement.

9. Cancellations by the Client

9.1. WCIA will endeavour to re-let a cancelled date and, if successful, may refund sums additional to those determined below.

9.2. In the event of a full or partial cancellation of a confirmed booking by the Client all monies paid to WCIA will be forfeit to WCIA in respect of the booking.

9.3. If a confirmed booking is postponed, transfer of the deposit against cancellation fees may be agreed at the sole discretion of WCIA.

9.4. Cancellations received 6 months or more prior to the Event, will result in the loss of the deposit.

9.5. Cancellations made between six months and two months in advance of the event, will be liable for 70% of the agreed fees

9.6. Cancellations made less than two months in advance of the event will be liable for 100% of the agreed fees.

9.7. This cancellation policy refers to venue hire only and does not account for any cancellation charges incurred from other suppliers or services.

9.6. Welsh Government Bookings & Account Customers

Should a meeting be cancelled for any reason the following cancellation terms apply;

Cancellation with more than 10 working days to the event and no charge will be applied.

Cancellation within 10 working days before the event and 50% of room hire and catering will be charged against purchase order.

Cancellation 2 working days before the event and 100% of room hire and catering will be charged against purchase order.

10. Cancellations by the Venue

10.1. WCIA properly and reasonably reserves the right to cancel or terminate wholly or in part any booking at any time and for any reason.

10.2. Force majeure: If, due to an event beyond its control, WCIA is (in its opinion) unable wholly or substantially to perform its obligations to a Client, the Venue will promptly notify the Client accordingly and will refund any relevant deposit and/or other pre-payment paid to it in respect of the Booking, to the Client.

10.3. This cancellation policy refers to venue hire only and does not account for any cancellation charges incurred from other suppliers or services.

11. Cancellations due to Pandemics/Epidemics/Government Directives or Restrictions

11.1. If a pandemic, epidemic or government directive, prevents WCIA from honouring the event date, WCIA will attempt to offer a postponement within a 12 month period at no additional cost to the Client. If a suitable date cannot be agreed and the event needs to be cancelled, WCIA will retain an administration fee of 20% of the venue hire cost. All other monies paid to the venue will be refunded once the date of the contracted booking date has passed.

12. Client's Responsibility

12.1. The Client will be held responsible and liable and must indemnify WCIA in respect of any damage, theft and loss caused to the Venue and its contents by the Client, its employees, its contactors 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 WCIA or to contractors appointed by WCIA to assist at the Event.

13. Liability and Indemnity

13.1. To the fullest extent permitted by law WCIA shall not be liable for: Any loss or damage to property of the Client or their Guests. Any inconvenience or loss caused to any party as a result of cancellation or termination under section 9. The Venue does not exclude or limit its liability for death or personal injury caused due to its negligence.

13.2. Appropriate insurance cover should be obtained by the Client to indemnify the Venue against claims, which may be made against it in respect of loss, or damage that the Venue may suffer as a result of an act, default or negligence in whole or in part by the Client. Such insurance should also cover the risk of bodily injury or death to the Client, Guests, their servants, contractors, agents or licensees and members of the group or any third parties. This excludes any such loss, damage, injury, or death as may be caused by the act, default or negligence of WCIA.

13.3. If insurance is deemed necessary, the Client will provide to WCIA on request full details of any insurance obtained.

13.4. The Client and their Guests are responsible for any wilful or negligent loss and/or damage to Venue furniture and equipment. Any costs of making good any damage will be charged to the Client.

13.5. Any costs incurred by WCIA due to failure by the Client to adhere to the Terms and Conditions of Venue Hire – including but not limited to: overrunning of the event, requirement for extra staff, requirement for security personnel, requirement of additional cutlery, crockery, glassware, furniture etc – will be charged to the Client.

13.6. All furniture and equipment including cutlery, crockery, and glassware has been inventoried and may not be transferred between rooms/areas without prior agreement of the Venue.

13.7. Rules, regulations, technical advice or other requests reasonable made during the running of an event by Duty Manager or Venue staff should be adhered to.

14. Parties and similar events

14.1. Weddings, parties, and other similar events (decided upon at the time of booking by WCIA) require an additional damage deposit of £500 to be paid at time of booking, on top of 50% of the venue hire payment. The £500 will be returned after the event providing these terms and conditions have been adhered to.

14.3. If excess cleaning is required after the event either within the building or the grounds, including the toilets, food packaging and any dark drink spillages that are not reported to Duty Manager or Venue Team staff promptly will be liable to a charge of £500. This also applies to the use of non-recyclable food packaging such as polystyrene containers as this is not in line with our sustainability practices and must cover additional wastage costs.

14.4. Artefacts including but not limited to drones, fireworks, helium filled balloons, glitter guns, paper confetti guns and string guns are not permitted in or outside the building; full deposits will be retained in the event any items of this variety are used. Paper confetti is not permitted, however natural petal confetti may be used.

14.5. You accept responsibility for your guests. Guests at the event must also adhere to the terms and conditions of the venue hire and behave in a respectful manner towards the building and Venue staff. Children must be supervised during the event. Misuse of the space or the grounds which results in excess cleaning will result in the deposit being retained.

15. Sustainability

15.1 Temple of Peace is a sustainable venue and as such does not permit the use of non-recycled or non-recyclable food packaging such as polystyrene containers, plastic straws, stirrers or napkins. We make every effort to act as sustainably as possible in all areas of our operation and require all clients to do the same where practical.

16. Disabilities

16.1. WCIA is committed to assisting people with disabilities according to their needs. It is the responsibility of the client to inform WCIA of any known requirements on behalf of guests ahead of the event.

17. Parking & Transportation

17.1. There is limited car parking available onsite, for an additional fee. Vehicles parked in the Temple of Peace car park are at the owners' risk at all times and must be removed at the end of the Event, unless by prior arrangement with the WCIA.

17.2. The client is responsible for ensuring that all of their guests have pre-arranged transport for the end of the evening as local taxi services are limited. Local taxi and coach contact details are available from the WCIA in advance of the event date.

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF WCIA.

Client Signature

I agree to the terms and conditions of this contract.

First name

Last name

Date

Signature