

Terms and Conditions for the Hire of Rooms	
1.	Resource for London (“RfL”) a company limited by guarantee registered in England and Wales Registration number 276631 and registered charity number 1015305. Registered office 4 Chiswell Street London EC1Y 4UP. RfL, (“the Charity”) accepts the request for the hire of rooms (“the Booking”) for the Event or cause as specified further in the booking confirmation (“Event”) upon the terms and conditions set out below. The person making the request is (“the Customer”). The terms of the Booking may only be varied in writing with the written consent of the Charity by an authorised representative of the Charity.
2.	The Customer will provide full details of the Event in respect of which the Booking is made and any other information which the Charity may require at any time.
3.	The Charity reserves the right to refuse entry to persons if, in the Charity’s sole opinion, such persons cannot be safely accommodated in the rooms allocated or if such numbers would be likely to cause a breach of any statutory or regulatory regulations affecting the Charity. At the Charity’s sole discretion, and subject to availability, additional rooms may be made available, with the Customer’s consent, to accommodate additional persons. In such event an additional charge will be made for the premises made available.
4.	Fees
a)	An initial payment of 100% of the anticipated total cost to the Customer as notified to the Customer by the Charity shall be paid by the Customer to the Charity at the time the Booking Request is confirmed by the Company. The Charity reserves the right to retain any payments received when a cancellation is made of the Booking in accordance with the cancellation charges set out in the clause below. The Charity reserves the right to cancel the Booking at any time in its sole discretion and, where appropriate, require the Customer and its staff, employees and invitees to leave in the Event of the Customer fails to perform any of its obligations herein.
b)	If this contract is terminated or cancelled by (i) the Customer for any reason and/or (ii) due to a breach of these terms, the Customer will pay the Charity (together, where chargeable, or with the Value Added Tax) the following fees:
	<u>(i) For Bookings under £10,000</u>
	100% of the anticipated total cost at the Charity’s current normal charges if

		<p>the termination or cancellation takes place within 14 days of the Event date;</p> <p>50% of such amount if the termination or cancellation takes place 15-30 days before the Event.</p> <p>10% administration fee will be charged if the cancellation takes place 31-45 days before the Event.</p>
		<u>(ii) For Bookings over £10,000</u>
		<p>100% of the anticipated total cost at the Charity's current normal charges if the termination or cancellation takes place within 14 days of the Event.</p> <p>50% of such amount if the termination or cancellation takes place 15-30 days before the Event.</p> <p>10% administration fee will be charged if the cancellation takes place anytime between the confirmation date and 31 days prior to Event.</p>
	c)	If the Charity does not accept the Booking or subsequently cancels the booking other than in accordance with Clause 2, it will refund the Customer 100% of the payment made for the Booking.
5.	Security	
	a)	In order to comply with the Charity's security arrangements, on the day of the Event, and at least 20 minutes before the Event is due to start, the Customer should provide an attendee registration list giving the name of their organisation and details of the attendees.
	b)	<p>If more than 20 persons will be attending, the Charity will provide a Registration Point so that the Customer can register the attendees. The Customer must provide all Attendees with a Badge showing -</p> <p>the name of the Organisation</p> <p>The Name of the Event</p> <p>Event Organiser</p> <p>Name of Attendee</p> <p>Persons not wearing a badge will not be refused access to the building</p>
	c)	An additional charge of £50 + VAT will be due if these security arrangements are not complied with
6.	Liability	
	a)	The Charity's liability to the Customer if it fails to use reasonable endeavours to carry out its obligations shall be no greater than the amount already paid by the Customer to the Charity in respect of the Booking. If the accommodation reserved cannot be made available to the Customer, the Charity reserves the right to substitute similar or comparable accommodation and such substitution shall be accepted by the Customer as satisfactory performance by the Charity of its obligations hereunder to provide the accommodation so reserved.

	b)	The Charity does not accept liability for the loss or damage to any object, equipment, furniture, stock or other property of any sort brought onto the premises by the Customer or hired by the Charity on the Customer's behalf howsoever such loss or damage may occur except as a direct result of the Charity's negligence in which case the Charity's liability is limited to a maximum of £100 per item or a total of £2,500.
	c)	Nothing in these terms affects the Charity's liability for death or personal injury caused by our negligence; fraud or fraudulent misrepresentation or any breach of any implied terms which cannot lawfully be excluded.
	d)	The Charity provides the services "AS IS". To the extent permitted by law, we disclaim all warranties and terms, express or implied, with respect to the services, including warranties, terms or representations as to the availability, operation, performance and/or use of our services, or any other materials on or accessed via the services, including any warranties or terms of merchantability, fitness for a particular purpose, title, non-infringement and any implied warranties, terms or indemnification arising from course of dealing, course of performance or usage in trade.
7.	Customer Obligations.	
	a)	The Customer takes responsibility to undertake a full risk assessment of the space and equipment provided by the Charity for the requirements of its Event.
	b)	The customer must appoint a member of their Staff to be a Fire Marshal. This person will be responsible for overseeing the safe evacuation of the building by their Event attendees in the case of fire. The Customer must notify the Charity at least 24 hours in advance if there will be any Attendees with mobility problems or accessibility issues so that the Charity can provide details of additional fire safety procedures.
	c)	The Customer acknowledges that any such objects, equipment, furniture, stock or other property of any sort will remain under the control and care of the Customer and that the Customer shall insure such property. The Customer agrees the Charity has no liability for the property of Customers, nor for any equipment, objects, furniture stock or other property of a third party at the Event as supplied by the Customer and/or any property of any other person at the Event. The Customer shall ensure all personal belongings of it, its invitees or supplies shall be kept on/with the person at all times.
	d)	The Customer agrees the Charity's premises shall be vacated at the end of the period of time specified in the Confirmation of Booking unless agree in writing by the Charity.
	e)	The Customer agrees to pay the Charity's charges for any goods and service provided by the Charity at the request of the Customer or any person purporting to act on behalf of the Customer and having ostensible authority to do so other than those the subject of other provision of this contract.
	f)	The Customer will

		<p>(i) not damage the premises and</p> <p>(ii) ensure the orderly and seemly conduct of all persons using the Charity's premises.</p> <p>The Charity reserves the right to exclude or reject any persons from the premises whom it shall reasonably consider objectionable and the Customer will be liable for any liability arising thereby save where the Customer establishes negligence or bad faith by the Charity.</p>
	g)	The Customer will ensure that the Event will not be conducted and that persons attending it will not behave in any way which will or may constitute
		(i) a breach of any laws or regulations applicable to the Customer or the Charity ;
		(ii) a Event being used for hate speeches in any form as defined by the United Nations as "any kind of communication in speech, writing or behaviour, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, colour, descent, gender or other identity factor";
		(iii) or cause a nuisance or be an infringement of or occasion for or render possible forfeiture or endorsement or non-renewal of licences for the Premises;
		(iv) a conflict with the Charity's fire certificates, insurances or constitution;
		(v) in any way disrespect, cause harm or offend staff of the Charity or other users on the premises at the time of the Event; and/or
		(vi) only food or beverages purchased from the Charity's approved catering contractor may be consumed on the premises.
	i)	The Customer will satisfy all claims founded on any such damage or injury whether such claims are made by the Charity or by a third party against the Charity or the Customer.
	k)	The Customer agrees to indemnify and hold harmless the Charity from and against any and all claims, liabilities, damages and expenses ("Claims") including reasonable legal fees, resulting from any breach of this contract by you or your employees or guests, or your or their invitees or pets or any of your or their actions or omissions, and the Charity will have sole control over the defence of any such Claims. The Customer is responsible for the actions of and all damages caused by all persons and pets that it or its guests invite to enter any of the premises. It shall not make any settlement that requires a material act or admission by any of the Charity, imposes any obligation upon any of the Charity or does not contain a full and unconditional release of the Charity, without the Charity's written consent. The Charity shall not be liable for any settlement made without its prior written consent.
8.		Notwithstanding anything in this contract to the contrary, this Contract in no way shall be construed as to grant the Customer any title, lease, easement, lien,

	possession or related rights in its business, premises or anything contained in its premises. This contract creates no tenancy interest (including any security of tenure), leasehold estate, or other real property interest. Neither party will in any way misrepresent their relationship.
	This contract and the transactions contemplated hereby shall be governed by and construed under the law of England and Wales, without regard to conflicts of laws provisions thereof.

Updated: January 2024