



BREWERS' HALL

Aldermanbury Square, EC2V 7HR

Tel: +44 (0) 20 7600 1801

Fax: +44 (0) 20 7776 8939



TERMS AND CONDITIONS FOR HIRING BREWERS' HALL

Times of Hire:

The period of Hall hire covers the time for setting up, duration of the function and taking down equipment. Any change in times from those stated on the Booking Form must be agreed with the Hall Booking Co-ordinator.

Catering:

Clients may choose their own caterer subject to approval by the Hall Manager. All outside caterers must be insured. Clients will have to pay the cost of 2 staff meals.

Equipment:

No equipment is to be delivered without prior agreement. The Company reserves the right to refuse equipment if it is considered dangerous or harmful to the building or contents. Equipment must be free-standing, i.e. must not touch the fabric or contents of the building and no fire exit is to be obstructed. The Company cannot accept any responsibility for equipment or others goods left at the Hall before or after a function.

Management of the Event:

The Beadle to the Brewers Company, Mr Ian Backhurst, will be present throughout the function and is in overall charge of the event. He has the full authority of the Company and is responsible for assessing and controlling conduct of the function. The person in charge of the client's arrangements on the day must make him or herself known to the Beadle on arrival and must remain throughout the event to liaise with him.

Client's Responsibility:

The Client shall be held responsible and liable in respect of any damage, theft or loss caused to the Hall or its contents by the Client or any person in his employ or any of his contractors or by any other person on the premises by reason of the use thereof for the purpose of the function howsoever and by whomsoever caused.

Invoices and Payments:

Invoices are due for payment within 30 days.

Further information from:

Jayne Bravery, Events and Sales Manager. 020 7600 1800.