



Booking Terms and Conditions

Definitions

Event Host:	Individual or organisation booking the space.
Booking Representative:	The Kambe House staff member managing the booking.
Hire Space:	Yoga Room, Meeting Room, Common Room, Kitchen or all or a combination of any of the required spaces.
Hire Period:	The booking's start and finish times agreed in writing prior to the events.

Event Host

- Every room booking requires an identified Event Host with whom all booking details can be confirmed and who will be responsible for the hired space and any event attendees, for the duration of the hire period.
- The Event Host will also be responsible (unless otherwise agreed in advance) for any costs and charges related to the booking of the hire space.

Booking Representative

- Will confirm all charges in advance (excluding any costs incurred by damage or loss occurring throughout the hire period).
- Will confirm the hire period in advance.
- Will meet and induct the Event Host.
- Will be present at the start and end of the hire period to ensure access and safe close down of the building (this is not applicable for hire conducted by tenants of Kambe House)

Health and Safety

In all circumstances, the Event Host will be responsible for communicating health and safety procedures to the event attendees. It is the responsibility of the Event Host to ensure the guidelines below are met.

Kambe House, 34 Portland Square, Bristol, BS2 8RG

Registered Office: Kambe Events Ltd, Unit 101, The Custard Factory, Birmingham, B9 4DT

- Event Hosts must complete a Health and Safety Induction prior to the event. It is the responsibility of Kambe Events Ltd to provide this health and safety induction and to confirm the Event Host fully understands:
 - Location of First Aid Kit(s)
 - Location of Fire Exits, Fire Assemble Points and Fire Safety Equipment such as extinguishers.
 - Emergency Evacuation Procedure
 - Location of hazard signage if required (e.g. wet floor signs)
 - Location of toilets and refreshment facilities
 - Contact details for the Booking Representative or other relevant Kambe House Representative for use in an emergency.
- No naked flames are allowed in the building at any time
- Smoking is strictly prohibited in the building
- The recreational use of drugs or legal highs are prohibited in the building
- No additional lights or any other electrical equipment, or any extension from the existing electrical supply shall be added without prior permission of the Booking Representative. All electrical equipment requested for use must be PAT tested with the appropriate labeled certification.
- No décor including posters, fabrics, drapes or any other materials may be used or mounted / attached to any space, without prior permission of the Booking Representative. Any fabric requested for use must be flame-proofed fabric.
- Fire escapes must be kept clear at all times.
- Doors should not be propped open at any time.

Event Host Responsibility

- The Event Host must be over 18 years old
- It is the responsibility of the Event Host to insure against theft, loss or damage of equipment, or personal injury to themselves, or any individual or group, for whom they are responsible whilst using the Hire Space. Kambe Events Ltd will not be held liable for any claims in respect of damage, loss or injury other than those arising out of an act of omission of Kambe Events or its servants or agents.
- The Event Host should make their own arrangements to ensure that their event and activities are appropriately risk assessed and have adequate insurance cover. The Event Host may be required to provide proof of Public Liability Insurance to Kambe Events Ltd prior to their booking.
- The Event Host shall confirm accurate event attendee numbers to the Booking Representative in advance. The Event Host must ensure that this number is not exceeded at any time of the hire period.
- The Event Host must be sober at all times and able to manage any emergency procedure required.
- Ensure no person under the age of 18 will be allowed into the building unsupervised at any time.
- No paints, glues, clays, sprays or other art materials or activities can be used/conducted, without prior agreement of the Booking Representative.

Security

- Any issued door keys and alarm fobs are the responsibility of the Event Host and should not be left unattended or passed to any other individual at any time.
- Any issued door keys and alarm fobs should be returned to the Booking Representative at the end of the event.
- The Event Host must provide one event steward per 50 guests.
- The front door should remain closed at all times.
- All windows should be closed and securely locked before leaving the building.

Clearing up

- The Event Host must clear down the space, back to its original state, immediately after the event and before the end of the hire period.
- The rooms should be left in the state that they were found, with all washing up done and put away.
- Any rubbish should be put into the bins provided. Any rubbish that exceeds the limit of the bins provided, should be removed by the Event Host.
- It is the responsibility of the Event Host to leave the premises at the agreed end of the Hire Period. Kambe Events Ltd reserves the right to charge for any additional time incurred.

Alcohol

- The consumption of alcohol on the premises must be agreed in advance with the Bookings Representative.
- The Event Host must hold an appropriate license for use of alcohol at the event and must present a signed copy of the license agreement to Kambe Events Ltd in advance.

Breach of Terms

In the event of any breach of our terms and conditions, Kambe Events Ltd reserve the right to terminate the event with immediate effect and withhold any funds in order to cover any costs incurred.

Payment

- A deposit of 50% of the total cost is required to confirm the booking.
- The remaining 50% cost is due in full prior to the event.
- An agreed security deposit (£100+) will also be charged prior to the event, but will be refunded in full within 30 days from the end of the hire period if the building is found to be in good condition, with no loss or damage incurred and any keys and alarm fobs issued are returned.
- Kambe Events Ltd reserves the right to charge the Event Host additional fees for any substantial damage or loss.

- Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debts Regulations 2002:
 - Please note that these Acts give us the right to charge interest on late payments (14 days under current terms). The interest rate under the Act is the bank of England base rate that applies during the period in which the debt falls PLUS 8%.

Please read these terms and conditions carefully and sign to acknowledge your acceptance of these terms.

Event Title:

Signed by Event Host:

Print Name:

Date: