

The Honourable Society of the Inner Temple  
Terms and Conditions relating to use of the Garden

These terms and conditions are intended to be read and understood in conjunction with the Inner Temple's Standard Terms and Conditions.

1. Timings. Monday to Friday. No Garden functions can start before 18.00 hours. All Garden parties must end at 21.00 hours with all invitees vacating the garden by 21.30 hours. There can be no music in the Garden before 18.30 hours. Hours of hire are less restrictive at weekends and are subject to agreement with the Catering Department. (See hours of use). Minimum numbers are as follows: Main Garden - 150; Peony Garden - 50
2. The Hirer will be responsible for any loss or damage to the garden, pond, walls, fences, surrounding buildings and furnishings during its use whether by the Hirer or the Hirer's employees, contractors or invitees.
3. Music in the Garden is permitted but must not exceed 83 decibels.
4. Marquees.
  - A. Any intention to use a marquee for a function must be notified at the time of booking and is subject to Inner Temple permission being granted.
  - B. The erecting and striking of marquees must only be performed at times agreed by the Inner Temple's Head Gardener and Catering Department.
  - C. Vehicle access into the garden is only available by prior arrangement with the Inner Temple's Head Gardener. Access and egress is only via The Embankment, EC4.
  - D. The contractors must perform their function in an orderly fashion with a minimum of noise including no music.
  - E. Fire Precautions. All marquees must comply with the current legislation regarding fire retardant materials. All functions must be suitably protected with fire extinguishers as appropriate. The provision of these is the responsibility of the Hirer.
  - F. It is the responsibility of the Hirer to ensure that all contractors receive a copy of these Conditions and agree to abide by them. The Hirer will be responsible for any failure by his contractors to comply with these conditions.

**5. Electricity**

- A. Any requirement for an electrical supply for a band must be notified at least two weeks in advance.
- B. The Catering Department must receive detailed written confirmation for larger power requirements two months in advance of the function date. Upon consultation with the Inner Temple Electrical Engineer a quotation for this provision will be submitted if the requirements can be met.
- C. With regard to marquee functions, suitable lighting for guest arrival and departure must be provided by the Hirer between the Marquee and the Inner Temple car park, Crown Office Row, London EC4.

**6. Wet Weather Options**

- A. If there is a possibility of rain the decision to use the hired wet weather option room in the Inner Temple will be made at 2.30pm at the latest. The Duty Catering Manager will make that decision. This will be final.
- B. In the event of rain during a garden event without a marquee, the decision to move inside to the wet weather option room lies solely with the Duty Catering Manager.
- C. If any event moves into the Inner Temple rooms from the garden due to rain, the function will still end at the agreed time.

**7. Security**

The Hirer of any function must take responsibility for identifying and admitting participants on arrival and may be required to wear an identity pass, which will be provided by the Inner Temple on the Hirer's arrival in advance of the function.

**8. Insurance**

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The Hirer must effect and maintain Public Liability Insurance, with a minimum indemnity of:

- £10,000,000 for events of 251 guests or more
- £5,000,000 for events of 80 - 250 guests
- £1,000,000 for events of 79 guests or less

which will indemnify the Hirer, its employees, guests and contractors and the Inner Temple against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person and of any loss of or damage to property, which occurs while the Hirer, its employees, guests or contractors, are on or about the premises of the Inner Temple. The Hirer shall at the request of the Inner Temple produce to the Inner

Temple the policy of insurance together with evidence of the payment of the current premium therefore. The Inn reserves the right to increase the required level of Public Liability Insurance, where it considers that any equipment to be used by the Hirer or the Hirer's contractors carries unusually high risks

**9. Lighting**

The Hirer acknowledges that it is his responsibility to provide adequate lighting in the Garden for the event and that it reasonable for the Inner Temple to exclude liability for any injury loss or damage caused by inadequate light.

**10. Data Protection Act**

The details of the Hirer and, where different, the Client, will be held by the Inner Temple on its computer database for use by its accounts department for maintaining proper records and by the Catering Department for marketing purposes. It will not be passed on to any third parties.

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*I acknowledge that I have read and received a copy of the terms and conditions and agree to abide by them.*

Name:

Date of Event:

Client Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_