

**The Honourable Society of the Inner Temple**  
**Standard Terms and Conditions**

1. All bookings made by persons in respect of rooms at The Honourable Society of the Inner Temple are accepted by the Honourable Society of the Inner Temple upon the following terms and conditions, which shall form the contract between the Inner Temple and the Hirer.

**Definitions**

2. In these terms and conditions:
  - (1) "Inner Temple" means the Honourable Society of the Inner Temple.
  - (2) "Room" refers to the Hall, Bench Apartments (being Parliament Chamber, Smoking Room, and Luncheon Room), Committee Room, Pegasus Bar and Terrace.
  - (3) "Catering Department" means the catering department of the Inner Temple.
  - (4) "Management" means the Management Team of the Catering Department.
  - (5) "Client" means the person in contact with the Management Team.
  - (6) "Hirer" means any person or persons, named in a room hire booking invoiced by the Inner Temple.
  - (7) "Garden" means the Gardens of the Inner Temple.
  - (8) Where the hire relates to or includes the Garden or part thereof, "Room" shall include the Garden.

**Use of the Rooms**

3. Use of any Room is by permission of the Masters of the Bench of the Inner Temple who reserve the right to refuse any booking or admission at their discretion.

**Room Bookings**

4. A Room may be provisionally reserved with the Catering Department. A provisional reservation will be held for 10 days but will be released unless confirmation in writing is received by the Catering Department.
5. Following confirmation of the reservation by the Client, the Inner Temple will issue an initial deposit request (venue hire paid in full) payable within 7 days by the Hirer.

6. Payment of the initial deposit request and written acceptance of these terms and conditions of hire constitute confirmation of the booking. If the deposit is not paid in time, the Room may be resold upon notice to the Client, with the Hirer having first option to satisfy the deposit requirements within the time set by the Management Team.
7. The Hirer shall remit to the Inner Temple a second deposit pre-payment of 25% of the contracted food and beverage charges three calendar months prior to the function.
8. The Hirer shall remit to the Inner Temple a third deposit pre-payment of 50% of the contracted food and beverage charges one calendar month prior to the function.
9. Should the function be scheduled within three months of the contract return date, the Inner Temple will then request that the Hirer pay the full 75% of the contracted food and beverage charges one calendar month prior to the function.
10. Inner Temple will invoice to the client on conclusion the remaining 25% of the outstanding food and beverage contracted charges plus any extras that may have been incurred by the client during the event. Inner Temple requires for the client to have settled these costs no later than 14 days after the event date.
11. Where two or more persons are named in a Room hire booking invoiced by the Inner Temple they shall be jointly and severally liable under these terms and conditions.

## **Cancellations**

### **Cancellation by the Inner Temple**

12. The Inner Temple reserves the right to cancel the booking forthwith and without any liability on its part in the event of the Hirer failing to perform any of the obligations contained within these terms and conditions
13. If for any reason beyond its control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, the Inner Temple is unable perform its obligations in connection with any booking, such non-performance is excused and the Inner Temple may terminate this contract without further liability of any nature, upon reimbursement of any sums paid by the Hirer. In no event, shall the Inner Temple be liable for consequential damages of any nature for any reason whatsoever.
14. Due to the age of its buildings, the Inner Temple reserves the right to cancel a booking at any given time in the event of immediate unforeseen repairs being necessary. Every possible opportunity will be taken to find an alternate venue for the function or to advise the Hirer in sufficient time, although this may not

always be possible. The Inner Temple will reimburse the Hirer any sums paid but will not be responsible for any consequential or other loss incurred by the Hirer.

**Cancellation by the Hirer**

15. The Hirer may cancel a room hire booking by giving notice in writing. In the event that the Hirer cancels a Room hire booking, the Inner Temple reserves the right to impose cancellation charges (calculated as an estimate of the Inner Temple's losses particularly in the event that it is unable to obtain an alternative booking) as follows:
- i. Between 126 days or more prior to the commencement of the function, the full deposit will be returned.
  - ii. Between 125-91 days prior to the commencing of the function, the cancellation fee will be 10% of the Room hire.
  - iii. Between 61-90 days prior to the commencing of the function, the cancellation fee will be 50% of the Room hire.
  - iv. Between 31-60 days prior to the commencing of the function, the cancellation fee will be 75% of the Room hire and 50% of the estimated food and drink revenue.
  - v. Between 1- 30 days prior to the commencing of the function, the cancellation fee will be 100% of the Room hire and 75% of the estimated food and drink revenue.

In addition, cancellation fees charged to the Inner Temple in respect of sub-contracted bookings, e.g., musicians, lighting, floristry, furniture, etc., made on behalf of a Hirer in connection with the function, will be payable in full by the Hirer. The Inner Temple shall make all reasonable endeavours to draw the Hirer's attention to a sub-contractor's terms and conditions.

16. In the event that the booking is cancelled by the Hirer, every reasonable effort will be made by the Management Team to re-hire the Room for a similar amount of revenue to another client, and if successful then the cancellation charge need not apply.
17. The Hirer is in breach of this contract if:
- (1) He fails to pay to the Inner Temple any sum of money payable to the Inner Temple on the due date.
  - (2) The function is presented or conducted by the Hirer other than in the accordance with the event content approved by the Management Team.

**Catering**

18. The Catering Department will undertake all catering unless prior written permission has been granted for the use of an alternative caterer. Permission will be subject to:

- (1) the payment of the appropriate fee,
- (2) the chosen caterers passing The Inner Temple's audits, and
- (3) the caterers and Hirer agreeing to The Inner Temple's Outside Catering Terms and Conditions which shall then be deemed to be incorporated into these terms and conditions.

#### **Garden**

19. In the event that the function shall include hire of the Garden or part thereof, the Inner Temple's Terms and Conditions relating to use of the Garden shall deemed to be incorporated.

#### **Hours of Use**

20. Hire Charges are for three hours for Receptions and Seminars, and for four hours for Dinners with the expected start times to be between 6 pm and 7.30 pm. Functions where no food is provided may only last a maximum of 3 hours. ***Functions, which continue in any Room beyond these times (9 pm for Receptions and 11 pm for dinners) will be subject to a £300.00 per half-hour charge. Charges for the provision of Taxis to transport staff home after the event will be made for functions ending at 11.00 pm or later.***

#### **Other Points**

21. The Inner Temple reserves the right to levy a minimum charge of £1,000.00 for Food and Beverages on all bookings during the week (Monday to Friday inclusive) and £7,500.00 at the weekend.
22. Any charges required to be paid by the Inner Temple to third parties, e.g. equipment hire or dance band, as a result of any decision or cancellation by the Hirer shall be charged to and payable by the Hirer in full.
23. The nature of the function shall be notified to the Inner Temple at the time of booking.
24. The Hirer shall not sub-let the hired Room or any part thereof without written consent from the Inner Temple.

#### **Insurance**

The Hirer must effect and maintain Public Liability Insurance, with a minimum indemnity of ten million pounds, which will indemnify the Hirer and the Hirer's contractors against any claims, costs, proceedings, charges and expenses incurred, as a result of actions of the hirer and or sub contractors, in respect of any injury to any person or 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.

### **Electrical Requirements**

25. The Hirer must indicate the type and number of microphones required and state whether a technician is required to be in attendance to provide any service necessary e.g. recording. Alterations or additions to the lighting must also be notified to and discussed in advance with the Inner Temple's Electrician. Audio visual equipment may be hired through the Catering Department with a minimum of one week's notice required and charges relating to this hire will be additionally invoiced. All external equipment must be PAT tested, **with visible proof**.

### **Damage to the Inner Temple's property and Items not permitted in the Rooms**

26. The Hirer shall take all reasonable precautions to ensure that no damage occurs to the property of the Inner Temple or its employees. In the event of any damage occurring, the Inner Temple reserves the right to render the Hirer liable for the replacement or repair of any or all the property damaged.
27. In the event of any members of staff of the Inner Temple being injured by the Hirer or anyone attending the function the Hirer shall be liable for any claims arising therein.
28. The Hirer shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the buildings or Garden by means of nails, screws, drawing pins or any other means unless agreed in writing with the Management Team prior to the function.

### **Contractor's equipment**

29. The Inner Temple accepts no responsibility for any equipment, provided by, for, or on behalf of the Hirer, left unattended prior to, during or after the function.

**If the hirer wishes to book their own contractors they the following criteria must be met, 4 weeks before the start of the event:**

- **Risk Assessment by the contractor**
- **Method Statement to be provided by the contractor**
- **Copies of the Contractors Public Liability to be provided (minimum of £10 million)**
- **Band Requirements**
- **All electrical items to be PAT tested with visible proof**
- **This means that all contractors will be required to make a site visit before working on site.**

**Insurance of property of Hirer and Hirer's guests**

30. The Hirer acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the Hirer and/or his guests and the Hirer is in the best position to insure such property and accordingly it reasonable for the Inner Temple to exclude liability for such property to the extent excluded thereby.

**Conduct**

31. The Hirer shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of the Management Team and with all applicable laws ordinances and regulations.

**Right to Exclude or Eject Persons**

32. Inner Temple reserves the right to exclude or eject, as it thinks fit and reasonable, any persons from the function, the Room or the premises of the Inner Temple whom it shall consider objectionable (including any engaged by the Hirer to provide entertainment or perform any other duties at the function) and the Hirer will be liable for any liability arising thereby save where the Hirer establishes negligence or bad faith by the Inner Temple.
33. The Hirer is welcome to use his own florists but such florist or florists must comply with the Inner Temple's own Code of Practice. A copy of the Code of Practice can be obtained from the Catering Office.
34. The provision of a cash bar facility is £300.00 plus VAT. If after the event the cash bar takings are more than £500.00 this fee will be waived.
35. The Catering Department must be informed prior to the event of the ages of any young persons due to attend. A young person is defined as any person under the age of 18. Alcohol will not be served to any young person with the exception of any 16-17 year olds who will be served wine, beer and ciders only with table meals provided that an adult purchases/orders the drink and is seated at the same table.
36. Prices are subject to change.
37. The Hirer agrees to confirm to the Catering Department in writing (by post, fax or email) the final numbers attending by no later than midday seven days prior to the function. The number given at this time will be the number invoiced for unless numbers increase. If numbers are not notified by this time the Inner Temple reserves the right to charge the original estimate of numbers attending, or the actual numbers attending, whichever is the higher.
38. Smoking is not permitted anywhere in the Inner Temple.

- 39. Final invoice payment must be received by the Inner Temple 14 days from the date of the invoice.
- 40. In the event of late or part payment of any invoiced charges, the Inner Temple reserves the right to charge interest, on a daily basis from the due date of each and every invoice, at 4% above the base lending rate from time to time of the Inner Temple's bankers, presently Royal Bank of Scotland.

**Data Protection Act**

- 41. 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:** \_\_\_\_\_

**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 on Saturdays and are subject to agreement with the Catering Department. There are no functions in the garden on Sunday evenings. (See hours of use). Minimum numbers in the Garden are 150.
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. Only non-amplified music is permitted in the Garden.
- 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**

The Hirer must effect and maintain Public Liability Insurance, with a minimum indemnity of 10 million pounds, which will indemnify the Hirer, the Hirer's contractors and the Inner Temple against any claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or 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.

**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.

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

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**Name:**

**Company Name:**

**Position in Company:**

**Date of Event:**

**Signed copy of terms & conditions & first deposit to be received by:**

**Second deposit to be received by:**