

# the lower eastside **terms and conditions**

## **Our hire charges:**

Daily rate: Mon - Fri: (9.30am - 6.30pm) **£30 per hour**.

Evening and weekend rate: **£45 per hour**. Minimum booking required: 2 hours

## **Booking procedures:**

On receipt of a completed booking enquiry form and subject to availability, Eastside will issue a room hire agreement and invoice you for your event in advance. **All bookings are considered provisional until Eastside has received payment in full.** Failure to make payment in advance may result in the cancellation of the booking and the facilities being re-let.

## **Additional charges:**

Where there is a cost per head (ie: refreshments), the amount payable shall be calculated on the number of guests specified, or the number actually attending, whichever is the greater. Any additional charges incurred on the day will be invoiced for separately. Events are required to finish at the times agreed and extensions to these times, should they be possible, will incur additional charges.

## **Cancellation policy:**

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the following scale of cancellation charges will apply: Five days notice or more: 25% of the room hire charge. Less than five days: 100% of the room hire. Notification of cancellation should be advised in the first instance verbally. Cancellations should also be put in writing.

## **Use of Eastside's name and logo:**

Eastside's logo may be used in publicity for events to be held on the premises once a proof of the promotional material has been agreed with Eastside.

## **Security:**

We will ask you to provide us with a written list of all the guests that you are expecting and to assign one person to meet and greet your guests as they arrive.

## **Emergency evacuation procedures:**

If the alarm is sounded at any time, you must leave the building when instructed to do so by our Fire Marshall. We will familiarise you and your guests with our emergency procedures at the start of your event.

## **Lunch breaks:**

There are lots of very good cafés, restaurants and pubs serving food locally in Hoxton Square, Brick Lane and Spitalfields Market. We would recommend that you go out for lunch to give your guests a break and some fresh air. However you are also welcome to have lunch delivered in, but please note that we do not provide in-house catering and your caterers will need to provide everything including cutlery, table cloths etc.

## **Personal property:**

Eastside does not accept responsibility for the property of hirers or their guests. Any items deposited in the Cloakroom are done so at the owner's risk and without any obligation on the part of Eastside.

## **Damage:**

The costs of repairing any damage caused to the property, its contents, or its decoration by hirers or their guests must be reimbursed to Eastside in full.