IET London: Savoy Place
2 Savoy Place
London, WC2R 0BL

+ 44 (0) 20 7 344 5479
+ 44 (0) 20 7 344 5707
enquiries@savoyplace.co.uk
www.ietvenues.co.uk

IET London: Savoy Place
Standard Terms and Conditions

These terms & conditions form a contract between IET London: Savoy Place (IET Services Ltd) and the client/ hirer stated below.

These have been designed to clarify the arrangements between the parties. If you have any questions please contact your co-ordinator and they will be happy to advise.

Company Name	
Event Date	
Event Timings	

Permitted Activities

The function must be specified on the booking form and IET Services Ltd may in its absolute discretion without giving reason refuse to let the premises for any function of which it may bring IET Services Ltd into disrepute.

The hirer must comply with the provisions of general law and any local bye laws together with any policies or procedures of The IET or IET Services Ltd from time to time in force relating to the premises. Policies and procedures are available upon request.

The hirer may not, unless authorised by The IET claim that any function is endorsed or in anyway approved by The IET.

Clients are only permitted to use IET London: Savoy Places' caterers and no other catering facility/ food or drink should be permitted onto the premises unless confirmed in writing by your co-ordinator who will advise if additional costs are incurred.

IET Services Ltd reserves the right to change or cancel the room(s) booked.

Confirmation of booking and numbers

All bookings will be held on a provisional basis until IET London: Savoy Place has received a signed copy of the booking contract and terms and conditions, if the booking contract and terms & conditions are not signed within five working days the room(s) will be resold.

The hirer shall notify their co-ordinator of the final number of guests attending the event five working days prior to the event. The numbers can be slightly altered (up to 10% of numbers attending) before 11am two working days prior to the event, this will be the amount invoiced for. If increased numbers are catered for during the event this will be the amount invoiced.

It is the responsibility of the hirer's contact on the day to sign a consumption sheet agreeing to the amount of refreshments/ catering served throughout their event, otherwise the invoiced amount will apply.

All clients are subject to a credit check and upon receipt of reference an account facility will be offered or a full deposit required. For companies outside of the UK a 100% deposit will be required.

Cancellations

Notification of cancellation should be made in writing and will be effective on the date received by IET Services Ltd.

In the event that the hirer cancels the booking, the following cancellations will apply:

Cancellation up to 90 days prior to event date - No cancellation charge
Between 89 days and 60 days - 25% cancellation charge of room hire or Day Delegate Rate
Between 59-30 days - 50% cancellation charge of room hire and predicted catering or Day Delegate Rate
Less than 30 days - 95% cancellation charge of room hire and predicted catering or Day Delegate Rate

Minimum numbers will apply to your booking as stated on your booking contract.

Credit will be given to any charges received by IET Services Ltd in respect of room hire in the event that it is possible for IET Services Ltd to re-let the allocated room(s).

IET Services Limited is registered in England. Registered Offices: Savoy Place, London, WC2R 0BL. Registration number 909719.
IET Services Limited is trading as a subsidiary of the Institution of Engineering and Technology, which is a registered Charity in England & Wales (no 211014) and Scotland (no SC038698).

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IET Services Ltd reserves the right to amend terms of any booking or to cancel a booking if the holding of a function is prevented by reason of force majeure. Neither IET Services Ltd. or The IET shall be liable for any loss or damage arising from such amendment or cancellation.

Payment Terms

All accounts will be invoiced immediately following the date of the function and will be due by the end of the following month after receipt.

All prices are exclusive of such VAT as may be chargeable in respect of the hire of all facilities and services, including room hire, catering and equipment hire as it may be provided by IET Services Ltd.

Booking Times

The attached event sheet states the time of your booking. If timings run beyond those stated additional charges may be incurred. Any extension of booking times must be by prior arrangement.

Equipment

Any equipment over and above that permanently held on site and which requires to be hired in from an external supplier must be specified on the booking form and an additional charge will be incurred. A full list of the audio-visual equipment held on site is available from IET London: Savoy Place.

The hirer may only bring additional equipment, articles or substances on to the premises with prior written agreement of IET Services Ltd. When bringing external equipment into the venue a full risk assessment and method statement must be submitted to your co-ordinator 10 working days (not inc. bank holidays) prior to the event date.

All electrical equipment must be PAT tested. Any equipment, articles or substances must comply with safety regulations and neither IET Services Ltd or The IET accept any liability for any loss or damage arising out of the bringing of any additional equipment, articles or substances on to the premises.

Furthermore, the hirer shall be responsible for any damage caused to the premises as a result of bringing any additional equipment, articles or substances on to the premises and shall pay to IET Services Ltd on demand the amount to make good such damage.

Neither IET Services Ltd or The IET accept any liability for any loss or damage to any item of equipment, article or substance brought into IET London: Savoy Place.

Cloakroom and personal property

A cloakroom will be provided for the convenience of the hirer's guests. Please note attendants will be additionally chargable.
All goods left in the cloakroom are left at the owner's risk and neither IET Services Ltd. or The IET accept any liability for any loss or damage to goods so left.

Obligations of the Hirer

The hirer shall remove or procure the removal from the premises of any person acting in a manner which, in the reasonable opinion of IET Services Ltd, may be undesirable, inappropriate, harmful, offensive, obscene, illegal or may cause a breach of the peace and shall procure the cessation of any activity on the premises for which the hirer or its guests are responsible and which, in the reasonable opinion of IET Services Ltd constitutes or may constitute a breach of the peace.

The hirer shall not do or use or bring on to the premises, suffer anything to be done, used or brought onto the premises any act or thing which may render any extra or increased premium payable for the insurance of the premises or which may make void or voidable any policy of insurance carried out by IET Services Ltd. The IET shall provide on request copies of insurance policies relating to the premises carried out by IET Services Ltd or The IET.

The hirer shall not use, permit, suffer the premises to be used for any illegal or immoral purpose or for betting or gaming or for any activity requiring a licence or the consent of any authority or other third party, without first ensuring that such a license in

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consent has been obtained.

The hirer shall indemnify IET Services Ltd against all claims, liability, demands, proceedings, costs and expenses arising in respect of loss of or damage to property belonging to, or death or personal injury of, any person arising as a result of faulty equipment, articles or substances except to the extent such loss, damage or death or personal injury is caused by negligence of IET Services Ltd.

Health and Safety

Fire instructions, including fire escape routes are displayed throughout the premises and these must not be obstructed at anytime. Any accident occurring on the premises to the hirer or any guest or any subcontractor employed by the hirer must be reported immediately to the main reception desk at the premises from where qualified first aid assistance will be arranged.

Please note that amendments can not be made to these terms and conditions unless agreed by both parties and confirmed by IET London: Savoy Place (IET Services Ltd).

We hereby agree to be bound by the terms set out above:

Signed by authorised Representatives

Signature_____

Print Name_____

Company name_____

Date_____

This agreement shall be constructed and governed by English Law
Failure to return and sign terms & conditions along with the event sheet may affect your booking.
PLEASE FAX TO 0207 344 5707

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