



CONFERENCE & EVENTS

CONFERENCE & EVENTS 2010 RATE CARD

ST BRIDE FOUNDATION

Bride Lane Fleet Street
London EC4Y 8EQ

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www.stbridefoundation.org

Registered charity number 207607

Rooms Rate Card

Registered charities receive a 50% discount as shown.

We endeavour to be as flexible as possible with our hire terms, with a half day rate constituting any event lasting less than four hours and a full day for any hours after this.

NB: All prices exclude VAT

Large – Events for 1-150 people

Room	Corporate Hire 2010		Charity Hire 2010		Page Ref
	Full Day	Half Day	Full Day	Half Day	
Bridewell Hall	£720	£530	£360	£265	p2
Bridewell Theatre	£1000	£500	£500	£250	p4

Medium – Events for 1-80 people

Room	Corporate Hire 2010		Charity Hire 2010		Page Ref
	Full Day	Half Day	Full Day	Half Day	
Salisbury Room	£530	£350	£265	£175	p6
Passmore Edwards Room	£570	£376	£285	£188	p7
Farringdon Room	£530	£350	£265	£175	p8
Layton Room	£500	£330	£250	£165	p9
Exhibition Room	£530	£350	£265	£175	p10
Blackfriars Room	£440	£276	£220	£138	p12

Small – Events for 1-50 people

Room	Corporate Hire 2010		Charity Hire 2010		Page Ref
	Full Day	Half Day	Full Day	Half Day	
Ludgate Room	£210	£130	£105	£65	
Caxton Room	£210	£130	£105	£65	p13
Photographic Studio	Hourly Rate £16.50		Hourly Rate £16.50		p14
Theatre Bar	£495	£330	£247	£165	p15

AV/Services

Equipment and audio-visual hire 2010

Data projector	£110
PA System	£55
Laptop	£55
10ft Projection Screen	£27.50
5ft Projection Screen	£13.75
DVD /Video Player	£55
Camcorder (tapes included)	£165
Flipchart, Paper & Pens	£13.75
Conference Phone	£55
OHP	£27.50
Glass Display Cases (free standing)	£25
Stage Platform (block of four)	£27.50

Services

Photocopying	Black & White 10p per page
	Colour 50p per page

Staff 2010

Member of staff	£22 per hour
Waiting Staff	£12.50 per hour for a minimum of 4 hours
Security	£18 per hour
Kitchen Hire	£75

Packages 2010

Wedding Reception	£2,400
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NB: All prices exclude VAT

We are happy to source any other equipment you may require.

Terms & Conditions

Booking

- Bookings may be made provisionally, by telephone, in person or in writing and will be held for 14 days, by which time written applications must be received.
- All applications for use of halls and rooms must be confirmed in writing via email, fax or letter with the invoicing address and charity number (if applicable) clearly stated. Written confirmation of bookings must be made at least 14 days in advance of the required date. The purpose for which the accommodation is required, technical and catering requirements, and times of booking must be stated. Use of halls or rooms will not be permitted for any other reason or for any other times than that stated at the time of booking. All bookings will be made at the discretion of the Foundation.
- Catering must be confirmed two weeks before the event occurs, otherwise fees may be incurred.* Ref: Cancellation Point 1.
- Where a provisional booking is held, and another client wishes to place a confirmed booking, the Hirer of the provisional booking will be required to confirm in writing within 24 hours, otherwise the booking will become forfeit. ('in writing' means via email, fax or letter)
- No letting is confirmed until a Confirmation of Booking letter is issued by St Bride Foundation. All correspondence should be addressed to:
The Venue Manager, St Bride Foundation, Bride Lane, Fleet Street, London EC4Y 8EQ
It is the responsibility of the hirer to check that our confirmation letter matches your booking requirements.

Hire Charges

- The charge for any hiring will normally be in accordance with the scale fixed by the Governors which shall be available to the Hirer on application. Where the Foundation wishes to charge otherwise than in accordance with the scale, the appropriate rate or rates will be agreed in advance.
PLEASE NOTE THAT PRICES QUOTED EXCLUDE VAT.
- The period of use will be shown in the Confirmation of Booking letter. Halls and rooms must be vacated promptly at the end of this period and left tidy with any rubbish disposed of. The Foundation will provide rubbish sacks. Where a booking covers more than one day, it will be the responsibility of the hirer to ensure the hall remains clean and tidy for the duration of the booking.
- Should we not be satisfied with the condition the halls and/or rooms are left in, an extra charge will be made at our discretion. The Foundation reserves the right to request a deposit as surety against damages which will be payable at the time of booking.
- Hall and room hire charges are reviewed annually on 1st January. The charge quoted for a function to be held on or subsequent to 1st January may, therefore, be subject to alteration.
- Final payments for all lettings must be made within 14 days after the event.

Conditions of Hire

- The Hirer is responsible for the orderly and safe conduct of the function and for ensuring their employees, contractors; agents, guests and other participants do not interfere with any other person's use and enjoyment of the Foundation's premises. Authorised representatives of the Foundation shall be entitled to enter at any time the hired room or hall and require the function or meeting to end if, in their opinion, the continuance of the function or meeting could lead to violence or damage to the Foundations premises or reputation or staff or in any way contravenes either this agreement, or Health and Safety Regulations.
- The Hirer must make its own provision for first aid for the event. The Foundation accepts no responsibility in this respect.
- The Hirer agrees to accept full responsibility for and to indemnify the Foundation, its officers and servants against all or any claims in respect of all or any accidents, loss or damage (including personal injuries) howsoever caused in connection with any business or meeting conducted or carried out by the Hirer on his, her or its behalf. However, nothing in this clause shall exclude the Foundation's liability for its own negligence.
- The Hirer shall repay to the Foundation on demand the cost of reinstating and replacing any part of the premises and any furniture, equipment, pianos or other property belonging to the Foundation which shall be damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring or occupation. The amount of the cost shall be certified by the Foundation whose certificate shall be final.
- When a booking covers consecutive days, it will be the responsibility of the Hirer to ensure their own belongings and equipment are not left overnight in the specified hall or room unless by prior arrangement. If the Foundation agrees to store property, items will only be retained for 48 hours. After then, the Foundation accepts no responsibility and the items will be disposed of.
- The Foundation does not accept liability for personal injury to, or the loss or damage to clothing, equipment or other property belonging to persons using the premises.
- In no circumstances must the number of people attending any meeting or function exceed the maximum accommodation of the room or hall hired as stipulated by the Foundation. In the event of a fire alarm, the Hirer shall be responsible for the immediate and safe evacuation of all persons connected with the function. The Hirer is required to inform all persons of the location of fire exits and the assembly point before the commencement of the function. Details of the Foundation's fire procedures will be provided on confirmation of booking. (See 14)
- The Foundation will not take any delivery on behalf of the Hirer unless by prior arrangement with the Meeting/ Conference co-ordinator; to whom details must be submitted in writing. The Foundation does not accept liability for the loss or damage to deliveries even where prior consent has been obtained. The hirer is responsible for moving their own equipment within the Foundation. Any equipment that requires storage prior to or after the event will incur an additional charge for storage.
- The Foundation is open to the public between 0900 and 2200 hrs Monday to Friday. The Foundation is available for private hire up to 2130 hours and hirers must vacate the premises by 2140 hours. If you wish to use the Foundation outside of these hours this must be stated on your booking application and extra charges will be incurred.
- Television or radio recordings, broadcasts or interviews may only take place in the building or its grounds with the express permission of the Foundation.
- The premises are licensed for the sale of alcohol. When making a booking the Hirer must clearly inform the booking staff of any requirements for a bar. A retainer may be charged.
- Smoking is not permitted anywhere on the Foundation's premises at any time.
- Within the confines of the building, the Foundation will take all reasonable steps to accommodate disabled users. The Hirer should advise the Foundation in advance if aware that disabled users are attending the meeting or function.
- The Foundation will only allow the Hirer to use their own electrical equipment where it has been PAT tested (Portable Appliance Testing) by the user and where permission has been obtained in advance. It will be the responsibility of the Hirer to obtain adequate insurance to cover the use of any electrical appliances brought in to the building which must be shown to the Foundation upon request.
- The Hirer shall be responsible for complying with the requirements of the Performing Rights Society and of Phonographic Performances Ltd, and be responsible for the payment of any taxes or royalties chargeable or payable in respect of any musical works performed at the hiring whether by live musicians or by records, compact discs and/or tape recordings.
- The Hirer shall produce to the Foundation, upon request, written evidence of a current public liability insurance with a limit indemnity of not less than £2,000,000.
- On confirmation of booking the Hirer will be made aware of, and must comply with the Foundation's Health & Safety Policy Statement and Code of Practice.
- Due to health and safety regulations the Foundation refuses to admit any animals, with the exception of guide dogs.
- Once a booking has been confirmed, details will be held on a customer database and will not be released to any third party. If a client does not wish for details to be retained on file, the Venue Manager should be contacted.

Cancellation

- Cancellation of confirmed bookings must be made in writing. Any deposit paid by the Hirer will not be refunded. For cancellations received between 14-30 days before the event a charge of 50% of the hire fee and any catering ordered shall be imposed. If cancellation is received less than 14 days before the event, 100% of the hire fee will be charged as well as any catering and staffing costs.
- The Foundation reserves the right to cancel forthwith the holding of any function, or relocate the function to another part of the Foundation, for any reason at any time. In the event of such cancellation or relocation, the Foundation shall not be held liable to the Hirer for any damages or loss sustained as a result or arising out of the cancellation or relocation of the function, but in the event of cancellation other than for reasons beyond the Foundation's reasonable control, the Foundation shall repay to the Hirer all sums paid by the Hirer on account of the hire charge.