

WIMPOLE_{St}

Terms & Conditions of Hire



Please carefully read all pages of this document and
sign in the designated spaces.

Terms & Conditions of Hire

WIMPOLESt

1 Wimpole Street is the trading name of Royal Society of Medicine Commercial Services Ltd, a wholly owned subsidiary of the Royal Society of Medicine.

1 Wimpole Street's conference and venue facilities are available for hire to external organisations. There are conditions of use which these Standard Terms and Conditions set out. These Terms & Conditions will form part of the Contract, together with any other terms stated in the Contract. This Contract is between 1 Wimpole Street and the Client.

1. DEFINITIONS

'1WS' means 1 Wimpole Street.

'Booking Sheet' – the working document containing all costs and operational details relating to the Event.

'Business Day' - a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

'Business Hours' - the period from 09:00 to 17:00 GMT on any Business Day.

'CED' means the contracted Event date.

'Charges' - the charges payable by the Client for the hire of the Venue and the supply of the Services, as set out in the Hire Details.

'Client' - the 'Individual' or Business' (i.e. sole trader or authorised officer of the company), who is responsible for commissioning and paying for the Event, or any other agent who is authorised to enter into the Contract on behalf of the client.

'Contract' - the contract between the Client and 1WS for the hire of the Venue and supply of the Services in accordance with the Hire Details, Venue Rules and terms and conditions and any schedules or documents referred to therein.

'Deposit' - the deposit to secure the booking, as stated in the confirmation by Venue Sales Office.

'Event' - the event or function for which the Client is hiring the Venue, as specified in the Hire Details.

'Guests' – all attendees, to include Client, Event participants, employees, contractors and facilitators.

'Hire Details' - the hire details set out in the Booking Sheet.

'Hire Period' - the period of time agreed for the hire of the Venue as described in the Hire Details, to include any period of time to set up and clear the Venue.

'Management' means the management Team of 1WS.

'Minimum Numbers' means the minimum numbers for which the Client will be liable to pay.

'Room' refers to spaces booked and detailed in the Hire Details.

'RSM' means Royal Society of Medicine.

RSM Code of Conduct Located on the 1WS website:

<https://1wimpolestreet.co.uk/about/downloads/>

'Services' - the supply of audio visual, catering, consumables and room services, plus any additional services or equipment detailed in the Hire Details.

'Venue' - the property, or area or Rooms within the property, to be hired by the Client, as specified in the Hire Details.

'Venue Rules' – to be read and adhered to in conjunction with terms and conditions of hire. Located on the 1WS website: <https://1wimpolestreet.co.uk/about/downloads/>

'Venue Sales Office' - means the venue sales team at 1WS.

1.1 A reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time. A reference to legislation or a legislative provision includes all subordinate legislation made from time to time under that legislative or legislative provision.

1.2 Any words following the terms including, include, in particular, for example or any similar expression will be interpreted as illustrative and will not limit the sense of the words preceding those terms.

1.3 A reference to writing or written includes email.

2. CONFIRMATION PROCESS

2.1 The Event will be subject to vetting in accordance with RSM and 1WS policy.

2.2 The Client is required to:

a) review and sign these Terms and Conditions and agree to the Hire Details;

b) return these documents by email or post to 1WS within 5 Business Days of the Contract issue date, or by a date otherwise agreed; before the Event can be finalised;

c) pay Deposit(s) within the agreed timeframes outlined in clause 5.2 and 5.4; and

d) answer the vetting questions when requested to do so by the Venue Sales Office.

2.3 All bookings will be held on a provisional basis until receipt and acceptance of all documents in clause 2.2.

2.4 All provisional bookings will be held for 5 Business Days, or if such time is not available before the date of the Event, for a maximum of 24 hours. If 1WS receives interest from another party in relation to the same provisional date 1WS will give 2 Business Days' notice to comply with clause 2.3 otherwise the provisional booking will be released.

2.5 For the avoidance of doubt, 1WS reserves the right to release any provisional bookings if the signed Contract and relevant Deposit(s) are not received by the required date(s).

2.6 This Contract will come into effect on the date of signing by the Client and 1WS. Should a new Client manage the booking then a new Contract and signature is required.

2.7 Once received, the Event is confirmed and the

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cancellation fee will apply as outlined in clause 6.

2.8 1WS reserves the right (at its sole discretion) to reject any booking based on the answers to the vetting questionnaire.

3. AMENDMENTS BY CLIENT

3.1 Amendments to Event participant numbers and/or arrangements must be confirmed to 1WS in writing. As the specific details of the booking are established, the value of the booking will inevitably fluctuate. From time to time, 1WS will issue updated quotations, setting out the then current value of the Client booking. The Client hereby acknowledges and agrees that in the event of cancellation of the booking any supplementary quotations issued to the Client will be incorporated into the Contract for the purposes of these terms and conditions.

3.2 Reduction in the duration or contracted value of the booking will be subject to 1WS's cancellation policy.

3.3 At 10 Business Days prior to the Event date, the Client must give an estimation of expected numbers. Final numbers are required 5 Business Days before, with any increases to be agreed in advance with the Venue Sales Office. If final numbers decrease below the Minimum Numbers, then a cancellation charge will be notified by the Venue Sales Office.

3.4 Should the Client make significant changes in the programme or the expected numbers, this may result in amendments in the applicable rates and/or facilities offered by us.

4. USE OF THE VENUE

4.1 1WS grants the Client a right for the Hire Period to enter and use the Venue for the Event in accordance with the terms of this Contract.

4.2 The Client acknowledges that:

- a) the Client will have the right to enter and use the Venue as a Hirer only and no relationship of a landlord and tenant is created between 1WS and Client by the Contract;
- b) 1WS retains control, possession and management of the Venue and the Client has no right to exclude 1WS from the Venue. 1WS reserves the right to enter the Venue at all times during the Hire Period, including to supply the Services; and
- c) 1WS must comply with certain licensing and statutory regulations and requires the Client to fulfil its obligations in this respect. These include (but are not limited to) Music and TV Broadcast license, Health and Safety

regulations and Fire Safety.

4.3 The Client will:

- a) agree and undertake to comply with the RSM's Code of Conduct and 1WS Venue Rules.
- b) ensure that Guests behave in a responsible and safe manner at the Event and Venue. 1WS reserves the right to remove or request that the Client remove Guests that do not behave appropriately. Should any of the Guests not be able to correct any aspect of poor behaviour or activities deemed unacceptable to 1WS then 1WS reserves the right to terminate the Event. Should this occur, no monies will be refunded to the Client. The Management's decision is final. Examples of poor behaviour include rude, offensive or abusive conduct, drunk and disorderly behaviour, threatening language, acts of violence, wilful damage of property or illegal drug taking;
- c) comply with all appropriate law, statutes, regulations, orders and requirements of the local fire authority;
- d) at the end of the period of hire or upon earlier termination of the Contract quietly leave 1WS without delay and ensure that all alterations are reinstated;
- e) ensure the Room is restored and left in a clean, tidy and comparable state and condition as before the start of the Event and in all respects to the reasonable satisfaction of Management otherwise Charges will apply for cleaning, disposal, remedial restoration and decoration;
- f) not permit anything to be said or done at 1WS which is subversive of public law and order or calculated or likely to cause a breach of the peace, or which may injure or tend to injure 1WS's or RSM's reputation;
- g) not permit any unlawful activities at 1WS including without limitation illegal betting, gaming or drinking;
- h) have a duty to plan, manage and monitor the Event to make sure workers and the visiting public are not exposed to health and safety risks. This may include the preparation of Risk Assessments, PAT, COSHH assessments, provision of site induction/orientation for staff and collection of Safety Plans from contractors, and Risk Assessment Method Statement (RAMS); and
- i) not carry out any clinical or invasive procedures or undertake patient appointments within the Rooms.

5. CHARGES AND PAYMENT

5.1 The Client will pay the Charges in accordance with this clause 5.

5.2 1WS requires all monies outstanding from previous Events to be settled before future bookings can be contracted.

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5.3 1WS reserves the right to carry out a check on the Client's credit status at any time, the Client expressly consents to 1WS conducting any such credit checks. Should the credit score be poor, then 1WS reserves the right to refuse the Event.

5.4 1WS reserves the right to request full payment of the event charges payable within 30 days or within 24 hours if the Event date is sooner.

5.5 The Event will not take place until all Deposits are settled.

5.6 1WS will invoice the Client for the Deposit, which will be payable by the Client within 30 days or within 24 hours if Event date is sooner.

5.7 1WS may issue an additional invoice after the Event for any further Charges due calculated by reference to 1WS's published price list which were not included in the Deposit invoice issued pursuant to clause 5.2 and 5.4. Such Charges may include those payable for any final alterations to the Services, or for Guests attending the Event in excess of the number estimated by the Client. Charges invoiced will be payable by the Client within 30 days of the invoice date.

5.8 All Charges payable by the Client exclude amounts in respect of value added tax (VAT), which the Client will additionally be liable to pay to 1WS at the prevailing rate (if applicable), subject to receipt of a valid VAT invoice.

5.9 VAT will apply to all Clients, irrespective of the organising country.

5.10 If the Client fails to make any payment due to 1WS under the Contract by the due date for payment, then, the Client will pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under clause 5.8 will accrue each day at 8% plus Bank of England's current base rate.

5.11 Invoice queries must be notified within 5 Business Days of receiving the invoice. If queries cannot be resolved immediately then the Client will pay the balance of the account minus the query value until it is resolved.

5.12 All amounts due under the Contract will be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

5.13 Payment must be in pounds sterling (GBP). 1WS reserves the right to pass on any bank charges resulting from exchange of foreign currency payments.

5.14 1WS will require purchase order information before the invoice is created and will charge an admin fee of £20 + vat for all invoices that need to be reissued, for example due to new payee details or Event references.

6. CANCELLATION BY THE CLIENT

6.1 In the unfortunate circumstance that the confirmed booking needs to be cancelled or postponed at any time prior to the Event, 1WS will endeavour to resell the facilities. 1WS's Cancellation policy is to charge as follows:

10% of all remaining contracted Charges if cancellation is between 91-179 days before the CED.

25% of all remaining contracted Charges if cancellation is between 61-90 days before the CED.

50% of all remaining contracted Charges if cancellation is between 31-60 days before the CED.

75% of all remaining contracted Charges if cancellation is between 8-30 days before the CED.

100% of all remaining contracted Charges if cancellation is 7 days or less before the CED.

6.2 All cancellations, postponements or partial cancellations must be received in writing from the Client and will take effect from the date of receipt by the Venue Sales Office. Cancellations may also be advised verbally in the first instance.

6.3 Any Deposits paid are non-refundable and non-transferable (except in the event of Force Majeure or where 1WS cancels the Event without cause). If for any reason the Client cancels or postpones the Event after signing the Contract by giving 1WS notice in writing, 1WS will be entitled to retain the Deposit and a percentage of the remaining Charges depending on the proximity of when 1WS receives the Client's notice of cancellation and the CED. Any Deposit invoices raised prior to cancellation will still be due for payment.

7. AMENDMENTS OR CANCELLATION BY 1WS

7.1 Should 1WS, for reasons beyond its control, need to change the Room(s) booked by the Client then it will use all reasonable endeavours to offer the Client alternative comparable facilities at no additional cost or liability. This is the limit of 1WS's responsibility.

7.2 1WS may cancel the Contract for the Client or its associate companies if any or all of the matters referred to below apply. In these circumstances the Client will not be entitled to a refund of the Deposit or any part of it nor any Charges paid up to the date of the cancellation:

a) If the booking might, in the opinion of 1WS, prejudice the reputation of the RSM or 1WS;

b) If the Client is more than 30 days in arrears of

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previous payments due to 1WS;

- c) If in 1WS's reasonable opinion there has been a material breach of the Contract by the Client;
- d) If the Client suspends payment to or convenes or holds a meeting of creditors or commits an act of bankruptcy or (being a company) will have a receiver appointed pursuant to the Insolvency Act 1986 or by the Court or any debenture holder or will have an administrator or administrative receiver appointed pursuant to the Insolvency Act 1986 or will go into liquidation (other than for the purpose of amalgamation or reconstruction) or will make any arrangements with its creditors or any arrangements for the benefit of such creditors or if distress or execution will be levied or threatened upon any of its property or any judgment against it will remain unsatisfied for more than 10 Business Days;
- e) If the Client ceases or threatens to cease to carry on business or is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986;
- f) If a petition is presented, or a meeting is convened for the purpose of considering a resolution for the making up of an administration order, a winding up bankruptcy, or dissolution of the Client;
- g) If a petition for the bankruptcy of the Client is presented or circumstances exist which would permit such a petition to be presented; or
- h) If all monies outstanding from previous Events are not settled.

8. LIABILITY

8.1 1WS has obtained insurance cover in respect of its own legal liability for individual claims. The limits and exclusions in clause 8.1 reflect the insurance cover 1WS has been able to arrange and the Client is responsible for making its own arrangements for the insurance of any excess loss. It is recommended that the Client obtains insurance cover in respect of all risks which may be incurred by the Client, arising out of the Event.

8.2 The restrictions on liability in clause 8 apply to every liability arising in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution, deliberate fault or otherwise.

8.3 Nothing in the Contract limits any liability which cannot legally be limited, including liability for:

- a) accident or personal injury caused by negligence; and
- b) fraud or fraudulent misrepresentation.

8.4 Subject to clause 9, 1WS will not be liable for:

- a) the accident of, or injury to, the Client or that of the Client's employees, contractors or any other Guests or

invitees to the Venue; or

- b) loss, damage or theft of any property of the Client or that of the Client's employees, contractors, other Guests, or invitees to the Venue, except to the extent that such damage or theft arises from the negligence of 1WS.

8.5 Subject to clause 9, clauses 8.3 and 8.4 specify the types of losses that are excluded:

- i) loss of profits
- ii) loss of sales or business;
- iii) loss of agreements or contracts;
- iv) loss of anticipated savings;
- v) loss of use or corruption of software, data or information;
- vi) loss of or damage to goodwill; and
- vii) indirect or consequential loss.

9. FORCE MAJEURE

9.1 1WS's acceptance of the booking is on the understanding that circumstances beyond 1WS's control may prevent 1WS from meeting its obligations at the relevant time in which case 1WS will not be liable for any loss suffered by the Client or any third party.

9.2 1WS may cancel the hire of the Room at any time with immediate effect and without any liability to the Client if circumstances or events outside its reasonable control ("Force Majeure") prevent, delay or substantially affect 1WS's ability to perform its responsibilities or any part of them.

9.3 Force Majeure events or circumstances outside 1WS's reasonable control will include but not be limited to acts of God, pandemics, fire and damage to the Room, refusals to grant licences or lock-outs (whether involving 1WS employees or a third Party's), the need to use the Room for a national emergency and 1WS's belief that the Room will not be fit for public use at the time of the Hire Period.

9.4 If 1WS cancels the booking in any of these circumstances, 1WS will, as far as is practicable, give notice in writing to bring the Contract to an end immediately and 1WS will refund any Deposit or other Charges paid by the Client unless the cancellation is related to the Client's acts or omissions or those of its employees, agents or contractors. This will be without prejudice to any claim (by either of the parties) which may already have arisen under the Contract.

10. SERVICES

10.1 Room Hire:

- a) The maximum capacity of each Room must not be exceeded (details available upon request).

10.2 Catering:

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a) 1WS will undertake all catering by its own "inhouse" team.

b) The Client may not bring any food or drink into 1WS for use during the Event, unless agreed in writing, in advance with 1WS. If agreed then additional disclaimers and Charges will apply, at the sole discretion of 1WS.

c) The Client will notify 1WS of Guest allergies and intolerances. The relevant Management must also be made aware of these before placing any order for additional food or beverages. Guests with severe allergies or intolerances should be aware that although all due care is taken, there is a risk of allergen ingredients still being present. Please note, any bespoke orders requested cannot be guaranteed as entirely allergen free and will be consumed at the Guest's own risk.

d) Expected numbers must be advised to 1WS at the time of enquiry. Minimum numbers will be identified on the Contract. Final menu choices and any special requests must be confirmed to 1WS at least 10 Business Days prior to arrival.

e) In the interests of food safety and hygiene, it is against 1WS policy to allow any leftover food to be taken off the premises.

10.3 Audio Visual

a) The Client has a responsibility to ensure that all presentations relating to the Event are sent to the Audio-Visual Department at least 2 Business Days prior. Failure to do so will prevent testing on the hired equipment and the team cannot report or rectify any issues that may arise with compatibility.

10.4 Equipment

a) 1WS accepts no responsibility for any goods or equipment provided by, for, or on behalf of the Client, left unattended prior to, during or after the Event.

b) All goods and items stored are at the Client's risk and 1WS will not be held liable for any loss or damage.

c) Any items not collected within the next Business Day after the end of the Event will be disposed of unless prior arrangements have been made in writing.

d) 1WS will not be responsible for any items sent by courier that get lost or damaged or for any items left at 1WS after the Event has taken place.

11. INTELLECTUAL PROPERTY

11.1 The Client shall ensure, and procure that its Guests ensure the following:

a) 1WS's name is not used in a manner which:

i) suggests that the Event is an official 1WS or RSM Event; or

ii) implies 1WS's or the RSM's support, endorsement or approval of the Client, the Event, products or any views and opinions expressed during the Event;

b) The name and logo of both 1WS and the RSM are trademarked and must not be used in any form without prior written permission;

c) The Client may only use the name of 1WS, and not the RSM to indicate where the Event is, or was located, in any associated literature, advertising, public relations or promotional activity, or any subsequent advertisement of any product or service discussed at any Event;

d) The Client shall not show commercially available films, videos or media; and save as may be permitted in accordance with the Contract take photographs, make video recordings in the Room or public spaces or of 1WS assets such as library books, without prior written consent from 1WS. Where such consent is given, it is the Client's responsibility to obtain any necessary copyright or other consents beforehand.

e) The Client will ensure that nothing used in the Event to be hosted by the Client, infringes the copyright or other intellectual property rights or any other rights of any third party or is in any way obscene or defamatory.

12. DATA PROTECTION

12.1 Each party will, at its own expense, ensure that it complies with and assists the other party to comply with the requirements of all applicable data protection and privacy legislation in force in the UK including the Data Protection Act 2018 (and regulations made thereunder), the retained EU law version of General Data Protection Regulation ((EU) 2016/679), the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party.

13. GENERAL

13.1 Assignment and other dealings

a) The Client will not assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract without 1WS's prior written consent.

b) 1WS may at any time assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights under the Contract.

13.2 Complaints.

a) Any complaints made by the Client must be submitted in writing to the 1WS Venue Sales Office within 5 Business Days after the Event.

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13.3 Confidentiality

a) Each party undertakes that it will not at any time disclose to any person any confidential information concerning the business, assets, affairs or Client information of 1WS, or of any member of the group to which the other party belongs, except as permitted by clause 13.3. For the purposes of this clause group means, in relation to a party, that party, any subsidiary or holding company from time to time of that party, and any subsidiary from time to time of a holding company of that party.

b) Each party may disclose the other party's confidential information:

i) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party will ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause; and

ii) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

c) Neither party will use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

13.4 Entire Contract

a) The Contract constitutes the entire agreement between the parties.

b) Each party acknowledges that in entering into the Contract it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it will have no claim for innocent or negligent misrepresentation (or negligent misstatement) based on any statement in the Contract.

13.5 Governing law.

a) The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, will be governed by, and construed in accordance with the law of England and Wales.

b) Both parties agree to abide by all applicable laws, including but not limited to the Bribery Act 2010 and Modern Slavery Act 2015.

13.6 Jurisdiction.

a) Each party irrevocably agrees that the courts of England and Wales will have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

13.7 Notices

a) Any notice given to a party under or in connection with the Contract will be in writing and will be:

i) delivered by hand or by pre-paid first-class post or other next Business Day delivery service at its registered office; or

ii) sent by email

b) Any notice will be deemed to have been received:

i) if delivered by hand, at the time the notice is left at the proper address;

ii) if sent by pre-paid first-class post or other next Business Day delivery service, at (09:00 GMT) on the second Business Day after posting; or

iii) if sent by email, at the time of transmission, or, if this time falls outside Business Hours in the place of receipt, when Business Hours resume.

c) This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

13.8 Severance.

a) If any provision or part-provision of the Contract is or becomes invalid, illegal, or unenforceable, it will be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision will be deemed deleted.

Any modification to or deletion of a provision or part-provision under clause 13.8 will not affect the validity and enforceability of the rest of the Contract.

13.9 Third party rights.

a) This Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

13.10 Variation.

a) No variation of the Contract will be effective unless it is in writing and signed by the parties (or authorised representatives).

13.11 Waiver.

a) Any waivers must be provided to 1WS in full in advance of the Event in writing.

14. RESTRICTIONS OF USE

14.1 1WS's Ethics and Integrity policy can be found in Schedule 1.

14.2 RSM's Code of Conduct and 1WS Venue Rules can be found on the 1WS website:

<https://1wimpolestreet.co.uk/about/downloads/>

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SCHEDULE 1

1 Wimpole Street (1WS) is the trading name of Royal Society of Medicine Commercial Services Ltd, a wholly owned subsidiary of the Royal Society of Medicine. The RSM acknowledges and permits that 1WS is able to let space and otherwise engage with any company with the exception of companies that do not fall within the Ethics policy below.

ETHICS AND INTEGRITY:

We pride ourselves on helping our clients take a responsible approach to business. 1WS is committed to being a venue with a sense of integrity and ethics, which is reflected in all our operations:

- We actively work with partners to reduce our environmental impact and promote best sustainability practice wherever possible.
- We do not host events that promote violence, discrimination, or otherwise diminish social responsibility.
- We are also accredited by leading bodies, and work with other-like minded partners who share our vision to improve the events industry.

PRE-APPROVAL AND VETTING PROCESS:

Your event must be vetted to be cleared of possible conflict with the policies of 1WS and to ensure we are able to meet the requirements of facilitating your event. At any stage of the enquiry, or at the latest in the contract stage we can ask the below questions directly. 1WS reserves the right, at its sole discretion, to decline to enter into an Agreement if the answers to the pre-approval questions cause any concern.

- What is the purpose of the event?
- What type of organisation are you?
- Is the event of a political nature – if so please detail?
- Is the client or any affiliated sponsors currently being lobbied by any groups or individuals - please provide details?
- Is there likely to be any media interest – if so what and is this live or post event?
- Is there any security risk associated with the event? Please provide detail.
- Are you expecting any VIPs to attend - details of all must be submitted?
- Will there be any exhibitors or sponsors attending - if so please detail?

It is your responsibility to notify 1WS should any of the above circumstances change. Failure to disclose any pertinent information could result in the cancellation of the event and your organisation being liable for any direct, indirect, or consequential loss or damage.

RESTRICTIONS OF USE

Access, or the terms of permitted access to RSM premises may be restricted to reflect the requirements of law, for health and safety and to uphold the legal rights of visitors and other users of RSM premises. Without limitation, access may also be restricted when, at RSM's sole discretion, it considers (or has reasonable grounds to suspect) that the following may occur:

- Racially or religiously aggravated offences.
- The expression of views or opinions in a manner which amounts to harassment, discrimination, or defamation.
- Intentional alarm or distress.
- Acts intended or likely to stir up hatred on the grounds of race, religion, or sexual orientation,
- Threats, fear, or provocation of violence.
- Endeavours to break up a public meeting; and
- Encouraging or assisting the commission of an offence, incitement to commit acts of terrorism overseas, inviting or encouraging support for proscribed organisation, encouragement or terrorism including the glorification of the commission or preparation of terrorism.

RSM reserves the right where it feels appropriate, to seek additional information on the speakers and the expected content ahead of the event.

Access also may be restricted where the nature of a client's business is, in the view of RSM, in conflict with the aims of and objectives of the RSM.

Access may also be restricted should 1WS have grounds to believe the following.

- The request for booking is found to be dishonest or misleading.
- Contravention of fire or health and safety regulations may reasonably be expected.
- There is evidence that unacceptable behaviour has occurred at a previous meeting or event arranged by the individual in question or an event attendee.
- Where the hirer has breached the RSM's Terms and Conditions of the booking
- Contravention of the RSM's Code of Conduct and 1WS Venue Rules

The undertaking of any form of clinical procedure, invasive of otherwise is strictly prohibited in any part of the building.

Client's Signature & Print Name

Management's Signature & Print Name

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I acknowledge that I have received and read the Terms and Conditions and agree to abide by them. If the contract is signed by the Client and 1WS it will be deemed a contract formed in the locale of the Event and come under English and Welsh governing law. Payment in UK British Pounds Sterling.

Client name (printed): _____

Client's signature: _____

Job title: _____

Date of signing: _____

Authorised to sign up to the value: _____

Organisation name: _____

Membership number (if applicable): _____

Purchase order number (if applicable): _____

Billor name and invoice address: _____

Company registration no (if applicable): _____

Non-limited co's or partnerships (if applicable): _____

No. and name of partner(s) (list max 2): _____

Nature of the business: _____

Length of time in business: _____

Date of event: _____

Meeting/event title for signage: _____

1WS may mention the Client in a social media post which will be for promotional use only.

If you agree to this, please tick this box:

Signed by 1WS: _____

Print name: _____

Authorised to sign up to the value: _____