

Venue Rules

This document must be read in conjunction with 1 Wimpole Street Terms and Conditions

The Client and Guests agree and undertakes to:

1. comply with the terms of the Event Contract and any [written] instructions or notices from 1WS and use reasonable efforts to ensure that any guests or other persons present at the Event so comply.
2. permit 1WS to search all containers, bags, boxes and equipment coming into or leaving the Venue, including those brought onto the Venue by guests during the Hire Period.
3. use any equipment provided by 1WS, as specified in the Hire Details, for its proper purpose and in accordance with any written instructions provided by 1WS regarding its use.
4. leave the Venue in a clean and tidy condition and to remove the Client's decorations, displays and any other Client equipment from the Venue at the end of the Hire Period without damage to property.
5. ensure that all props and other items used in connection with the event it is hosting are properly fire retardant rated to the satisfaction of the local fire authority and RSM and 1WS H&S Manager.
6. pay the costs of installing any additional decorations, machinery, electrical or other equipment which are required for the event it is hosting (and approved by 1WS) and the cost of any additional staff to operate such equipment.
7. ensure that all machinery, electrical equipment or fittings brought in to 1WS by the Client's or the / Client's Contractors or Guests are removed and the Room 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.
8. ensure all electrical equipment has an up to date Portable Appliance Testing Certificate (PAT) certificate

1 Wimpole Street, London W1G 0AE, United Kingdom

T. +44 (0)20 7290 2951 **E.** enquiries@1wimpolestreet.co.uk **W.** 1wimpolestreet.co.uk

1 Wimpole Street is a trading name of Royal Society of Medicine Commercial Services Ltd registered in England and Wales.
Company number: 02820374 VAT Reg Number: 524 4136 71 RSM Charity no 206219

Venue Rules

WIMPOLESt

9. accept that 1WS maintains the right to hire out any other Rooms not hired by the Client to third parties. If the Client wishes no other competitor to be in the venue, they must provide a list of all their competitors to the Venue Sales Office prior to the signing of the Contract. 1WS will endeavour to comply but cannot guarantee this.
10. be responsible for the orderly and safe conduct of the event to be hosted by the Client at the Room, for ensuring that nothing that the Client, the Client's employees, agents, Contractors or guests do, or fails to do interferes with any other person's use or enjoyment of the 1WS.
11. inform 1WS if any Guests are vulnerable adults or will be under the age of 18 at the time of the Event so that appropriate safeguarding and risk assessments can be carried out.
12. vacate the premises by 11pm at the latest unless prior written consent has been received by 1WS.
13. encourage event participants to stay within the booked spaces and not to enter rooms booked by another Client.
14. inform the Venue Sales Team of potential protests or challenges from the general public and pay for security staff if it is deemed necessary, e.g. a controversial subject matter, or challenging comments on social feeds pre-event.
15. gain consent before providing music or entertainment and if approved it must be at a level or type that does not disturb or inconvenience the Guests of 1WS and the RSM.
16. gain consent before providing sharps or animal parts for an Event such as dental training. Appropriate storage, removal and protective covering needs to be supplied by the Client, otherwise costs will be incurred.

The Client and Guests agree and undertakes not to:

1. use the Venue other than for the Event.
2. smoke or permit smoking (including e-cigarettes) anywhere in the Venue or its environs.
3. bring or permit to be brought any animal onto the Venue without the prior written consent of 1WS, with the exception of assistance dogs within the meaning of the Equality Act 2010.
4. cause or permit to be caused any damage to the Venue, including any furnishings, equipment or fixtures at the Venue.

1 Wimpole Street, London W1G 0AE, United Kingdom

T. +44 (0)20 7290 2951 **E.** enquiries@1wimpolestreet.co.uk **W.** 1wimpolestreet.co.uk

1 Wimpole Street is a trading name of Royal Society of Medicine Commercial Services Ltd registered in England and Wales.
Company number: 02820374 VAT Reg Number: 524 4136 71 RSM Charity no 206219

Venue Rules

WIMPOLE_{St}

5. fix any bolts, nails, tacks, screws, drawing pins, adhesives, tape, sticky tack or other mean to the walls, ceilings, floors, pillars or fabric of the Venue.
6. display any advertisement, signboards, flag, banner, placard, poster, signs or notices at the Venue without the prior written consent of 1WS [such consent not to be unreasonably withheld].
7. alter, move, cover or interfere with any lighting, heating, power, cabling or other electrical fittings or appliances at the Venue, or install or use additional heating, power, cabling or other electronic fittings or appliances without the prior written consent of 1WS.
8. make alterations to the structure, internal layout, fittings, decorations or furnishings of the Room or provide any additional fittings, decorations or furnishings without prior written consent.
9. bring into or install at the Room any additional machinery, electrical or other equipment.
10. interfere with, change, cover move or impede any 1WS equipment or resources used for fire warning, firefighting, first aid or emergency escape.
11. suspend or allow anything to be raised or lowered from the ceiling of the Rooms unless and until any such suspension, fixing or attachment and the method of so suspending fixing or attachment shall have been approved by 1WS.
12. bring into or use at the Room any explosives, fireworks, naked lights/flames or dangerous substances. The Client shall ensure any event held at 1WS does not involve danger to the public and shall not cause any harm or damage to the Room.
13. do or permit to be done anything on the Venue which is illegal, or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the RSM or 1WS's Client's staff, visitors, or any owner or occupier of neighbouring property, including without limitation illegal betting, illegal gaming or illegal drinking.
14. carry out any clinical or invasive procedures, including fillers and injectables or undertake patient appointments within the Rooms.

1 Wimpole Street, London W1G 0AE, United Kingdom

T. +44 (0)20 7290 2951 **E.** enquiries@1wimpolestreet.co.uk **W.** 1wimpolestreet.co.uk

1 Wimpole Street is a trading name of Royal Society of Medicine Commercial Services Ltd registered in England and Wales.
Company number: 02820374 VAT Reg Number: 524 4136 71 RSM Charity no 206219