PART A – BASIS OF OCCUPATION OF THE SPACE

1.1. These Terms and Conditions apply to and form part of the Agreement between CHW and the Hirer. The Hirer supersedes any previously issued written acceptance or confirmation of order, purchase or supply.

1.2. These Terms and Conditions apply to the Agreement to the exclusion of any other terms that the Hirer or any other person may impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

1.3. Each request for hire made by the Hirer to CHW shall be an offer to hire the Space and purchase Services subject to these Terms and Conditions.

1.4. The request to hire shall only be deemed to be accepted when the hire acceptance form is signed by both the Hirer and CHW.

1.5. Any quotation given by CHW shall not constitute an offer.

2. The Hirer shall:

2.1. occupy the Space as a licensee for the Hire Period and no relationship of landlord and tenant of the Space exists between CHW and the Hirer by this Agreement;

2.2. without prejudice to any other rights under this Agreement, CHW shall be entitled at any time on giving the Hirer not less than 5 working days’ notice to require the Hirer to transfer to comparable space wherever within the Building and the Hirer shall cooperate with any such requirements.

2.3. comply with any rules or instructions CHW may provide from time to time and/or separate terms and conditions which may apply to the Additional Services, and in the event of a conflict between the provisions of this Agreement and any such rules or instructions or terms and conditions, the provisions of this Agreement shall prevail;

2.4. comply with and ensure its employees, contractors, sub-contractors, performers and attendees comply with the Venue Rules;

2.5. ensure that the stated capacity of the Space is not exceeded and if exceeded will cease to conduct the activities;

2.6. use the Space only for the Hire Purpose;

2.7. not do anything which may invalidate any insurance maintained by CHW or which may cause CHW to increase its insurance premium thereon;

2.8. comply with all applicable laws, regulations, orders, statutory instruments including any requirements of the Health and Safety Executive and Local Authority;

2.9. ensure that no work commences in the Space until written approval of the layout plans and/or space planning restrictions are obtained by CHW and the Hirer shall submit for the approval of CHW, where applicable, a draft programme for the Event not later than 8 weeks prior to the start of the Hire Period;

2.10. maintain the Space in good order and repair, and ensure that the Hirer shall keep the Space and protect it from theft and without risk to health or property;

2.11. ensure that it and its exhibitors, contractors and other representatives carry out a full risk assessment of the Event and;

2.12. not commit or permit any act which may conflict or be incompatible with CHW’s fit out.

2.13. sign any agreement that any contractors appointed in accordance with paragraph 2.18 of this Part A comply with these Terms and Conditions.

2.14. ensure all contractors appointed in accordance with paragraph 2.18 of this Part A are approved in writing by CHW before their engagement (a list of pre-approved contractors can be provided by CHW).

2.15. be responsible for the payment of all royalties or any other sums due to any party in connection with any exhibition or performance which these Terms and Conditions require to be provided a Risk Assessment and a Health and Safety Policy and a copy of the relevant insurance documentation, acts and/or entertainment, not provided for by CHW, for their intended use or other documents relating to the activities of their Event no later than 10 Business Days prior to the Event;

2.16. shall ensure that the onsite Hirer’s event manager or host has read the CHW evacuation policy and procedure and shall use reasonable endeavours to ensure that the attendees have read the CHW evacuation policy and procedure which is displayed in each floor and on each floor.

2.17. obtain permission from CHW for any sponsor associated with the event held at CHW whether this sponsor is requested before or after the signing of the booking form;

2.18. take reasonable steps to ensure that the Event does not adversely impact any other event or activities which are taking place. The Hirer will take such steps as may reasonably be requested by CHW to ensure the Event does not adversely impact any other events or activities;

3. Filming, Photography and other Recordings:

3.1. Any form of recording of an Event by or on behalf of any person shall be subject to the prior written agreement of CHW;

3.2. If CHW gives permission under paragraph 3.1. the Hirer shall, and shall also ensure that any participants in the filming of any Event in the Building carry out any work not directly involved with its filming or broadcasting into the Building without the prior written consent of CHW. This includes anyone who is a member of the media other than those directly involved in such production or filming.

3.3. As soon as a practicable after the Event, the Hirer shall arrange for copies of all film, photographs and other recordings taken to be supplied to CHW at the Hirer’s expense and to provide all necessary consents and arrangements required to be obtained or given for CHW to utilise all or any such photographs, film or other recording for such purposes as CHW shall require from the Hirer and any other third party that may own the copyright or other Intellectual Property rights in such recording or photographs.

3.4. CHW (or any authorised third party) may record and/or photograph the Event or any of the activities and occurrences associated with the Event by any means of CHW shall have the right to use such recordings and/or photographs in any manner that it, in its sole discretion, deems fit.

4. Insurance:

4.1. The Hirer shall procure, and maintain in full force and effect at its own cost, a comprehensive public liability insurance policy.

4.2. CHW shall have no liability or responsibility for any personal injury, loss or damage to persons or property to the extent that such liability and damage is covered by the Hirer’s insurance policy.

4.3. The Hirer shall hold CHW harmless from any claim for damages or expenses by any person or any form of legal action or proceeding arising from any act or omission by the Hirer.

Alteration to the Space

CHW may alter the Space and accepts no liability whatsoever for any consequences arising from such alteration. If CHW does so, it shall endeavour to give the Hirer at least 3 months’ notice of any work to be carried out.

PART B – ADDITIONAL SERVICES

4.1. Any Additional Services such as catering services and/or production services are required for the Event, the Hirer shall confirm the same to CHW at the time of booking or as soon as reasonably practicable thereafter.

4.2. Any Additional Services agreed at the time of booking shall be set out in the Booking Form together with the relevant Hire Fee.

4.3. If any Additional Services are agreed following the date the booking is made the Hirer shall pay CHW any increased costs incurred by CHW in providing the service.

4.4. The Hirer is permitted only to use CHW, or CHW’s authorised provider, to provide Additional Services.

4.5. These Terms and Conditions shall apply to the provision of the Additional Services save for the purposes of clauses 4.1 and 4.2. Any specific terms relating to the Additional Services shall be agreed in writing in advance between CHW and the Hirer. Any Additional Services provided by CHW’s authorised provider on separate terms and conditions.

CHW’s Catering Rights

CHW reserves for its own exclusive benefit the right to:

operate all bar and catering services with the right to sell and serve all refreshments consumed at the Building (including at the Event);

provide such catering facilities as it may in its absolute discretion think fit;

access any part of the Space at all times for operating and inspecting any catering or other services run by CHW.

The Hirer’s Catering Obligations

The Hirer shall not:

sell, supply or allow to be consumed in the Building any alternative catering or exculsible goods without the prior written consent of CHW;

sell or supply any goods to be sold or consumed in the Building any food, confectionery, beverages or other goods than those supplied by CHW without the prior written consent of CHW.

If any items including table linen, furniture, glasses, cutlery and crockery are damaged or stolen during their use for the Event or are not re-usable because of loss or damage the Hirer shall pay to CHW the full costs of repair or replacement.

The Hirer’s Production Obligations

White Light Ltd (WL) is the exclusive production company at CHW and the provider of all Production Services. WL is the exclusive production company at CHW and the provider of all Production Services. In exceptional circumstances, the Hirer may use external Suppliers, but this must be agreed in writing by CHW and a fee of £1.000 + VAT will be payable by the Hirer. WL is the exclusive rigging contractor for Central Hall Westminster. Therefore, if permission for an external production company to work at CHW is given all rigging schedules must be submitted to CHW at least 2 weeks prior to the Event Date. In the event that further alterations are received after this, any additional costs reasonably incurred and notified by the Hirer, may be charged to the Hirer. The rigging schedule must clearly detail the design, truss configuration and equipment detailed to be suspended from the truss sections or individual...
CHW Standard Terms and Conditions

rigging points. The company providing production must provide detailed information relating to the weight of each item of equipment, and agree to the listing of the rigging points for verification and certification by WLV. 8.3. The certification of the production company’s rigging schedule will be determined by WLV and subject to approval by WLV’s rigging specialists. WLV’s approval and certification of the rigging schedule will be final. WLV will charge a fee of $350, which is fully refundable within 30 days of the contract date. Invoices received within 14 days of the contract date, subject to receipt of third-party invoices. All fees are exclusive of value added tax (VAT) unless otherwise stated. The Hirer shall pay any applicable VAT to CHW on receipt of any such invoices. 

9. Ticketing
9.1. On all concerts 12 tickets (House seats) remain the property of Central Hall Westminster in the event of a canceled performance. These are Stalls seats H19-H24 and Balcony seats Row G to J.

9.2. The name of CHW must be acknowledged on all publicity, tickets and announcements in any contracts for the event.

PART C – PAYMENT ARRANGEMENTS
1. The Hirer shall pay CHW the Hire Fee in respect of the Service and the Services as specified in the Contract.
2. Upon the Hirer’s signing of the Booking Form, 50% of the Hire Fee shall be due (as a deposit) and 40% of the deposit shall not be returned to the Hirer. Should the event be cancelled, except in the absolute discretion of CHW. 3. 5 days before the start of the Hire Period, the balance of the Hire Fee shall be due and payable to CHW, unless another payment date is agreed. The Hirer and Event has not been finalised, CHW shall calculate the total estimated value and the Hirer shall pay this amount in full. For the avoidance of doubt, if the deposit is not returned to the Hirer, should the event be cancelled, except in the absolute discretion of CHW. 4. If the Company, or any of its Affiliates cancels or otherwise terminates this Agreement before the Event is due to commence, all payments made by the Hirer, and all expenses incurred in connection with the event shall be immediately returned to the Hirer. 5. If the event is not completed, and the Event Period is less than 56 days from the date of this Agreement, the total of the Hire Fee shall be paid and payable on signing of this Agreement. 6. The Hirer may request CHW to provide additional services as per the agreed booking form. Any such additional services shall be agreed in writing and shall be subject to additional agreements. 7. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

8. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

9. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

10. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

11. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

12. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

13. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

14. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

15. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

16. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

17. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

18. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

19. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.

20. When hiring CHW for the First 5 days of the Event, the Hirer shall pay CHW the relevant increase in the Hire Fee immediately and no additional contract for the remaining days shall be required.
CHW Standard Terms and Conditions

Agreement remains in force, it shall be referred to an appointed representative of each Party who will meet in good faith to resolve the controversy.

4.2. Should the Parties be unable to resolve the dispute under paragraph 4.1 of this Part D, it will be referred to the written request of either Party to the other that the Parties agree in writing or, in default of paragraph 4.1, agreement, nominated by Centre for Effective Dispute Resolution that the

4.3. Any person to whom a reference is made under paragraph 4.2 of this Part D shall act as an expert ("Expert") and not as an arbitrator and may appoint such expert or experts it considers necessary to assist him in determining the matter referred to him. The decision of the Expert (without giving written notice to the other party of the reasons for his decision) shall be final and binding on the Parties except in the case of failure to agree within 30 days of the request.

4.4. The Expert is required to prepare a written decision and give notice (including a copy) of the decision to the Parties within a maximum of three months of the matter being referred to the Expert.

4.5. If the Expert dies or becomes unwilling or incapable by reason of illness, of default in delivering the decision within the time required by this paragraph then:

4.5.1. Either Party may apply to the Centre for Effective Dispute Resolution to discharge the Expert and to appoint a replacement Expert with the required expertise.

4.5.2. This paragraph is subject to the new Expert as if he were the first Expert appointed.

4.6. Each Party shall provide any Expert with such information as is reasonably required for the purposes of his determination; if either Party claims any such information contains confidential information, the Expert may, in his discretion, decide whether to provide it to the other Party or to any other person.

4.7. All costs in connection with the use of an Expert (including any technical expert appointed by him) under this paragraph 4 shall be borne in such proportions as the Expert may determine to be reasonable in all circumstances or, if no such determination is made by the Expert, by the Parties in equal proportions.

4.8. All matters concerning the process and result of 4.3.2, the determination by the Expert shall be kept confidential among the Parties and the Expert.

4.9. Any default in default in any CHW of any kind must be made in writing within 24 hours of the end of the event in question. Any claim under this time will not be considered.

5. Indemnity

5.1. In this paragraph, a reference to CHW shall also include the Methodist Church and the properties of such Church shall be for the benefit of CHW and the Methodist Church and shall be enforceable by each such member of the Methodist Church in addition to CHW.

5.2. The Parties will indemnify CHW against all liabilities, costs, expenses, damages and losses suffered or incurred by CHW arising out of or in connection with

5.3. The indemnities contained in this paragraph 7 shall be in addition to, and not in substitution for, any indemnities of the HIRER under this Agreement.

5.4. CHW shall indemnify the HIRER for all claims made against the HIRER or any employee, or agents or subcontractors of the HIRER for death, personal injury or property damage arising out of or in connection with the services, to the extent that such is attributable to the action or omission of the HIRER, its employees, agents or subcontractors.

5.5. The cost of making good all damage to the Space suffered as a result of any act or omission by the HIRER and all costs of any reinstatement or repair which is required together with a daily fee of £150 or such other fee as may be agreed in writing. Any reinstatement takes place which means the Space, or any part of it, cannot be used commercially. This amount constitutes a genuine pre-estimate of CHW’s losses in such circumstances.

This indemnity shall not apply only to the extent that matters covered by paragraph 5.2 arise or are caused by CHW’s negligence or default. If any third party notifies an intention to make a claim, against CHW which may reasonably be considered likely to give rise to a liability under this indemnity ("Claim"), CHW will as soon as reasonably practicable, give written notice of the Claim to the HIRER, specifying the nature of the Claim, and will not make any admission of liability, agreement or compromise in relation to the Claim without the prior written consent of the HIRER (such consent may be withheld or conditioned, withheld or delayed), provided that CHW may settle the Claim (after giving prior written notice to the HIRER) if it becomes clear that the extension of the said property damage is legally possible to the HIRER, but without obtaining the HIRER’s consent if CHW believes that such an admission would be prejudicial to it in any material respect.

If a payment due from the HIRER under this paragraph is subject to tax (whether by way of direct assessment or withholding), then the tax on its source shall be entitled to receive from the HIRER such amounts as will ensure that the net receipt, after tax, to which the HIRER is entitled is the same as it would have been were the payment not subject to tax.

6. Liability

Nothing in this paragraph 6 or elsewhere in this Agreement shall be interpreted as excluding or limiting the HIRER’s mandatory statutory rights to any person.

Nothing in this Agreement limits or excludes the liability of CHW for death or personal injury resulting from negligence or for any damage or liability incurred as a result of fraud or fraudulent misrepresentation by CHW.

Subject only to paragraphs 6.1 and 6.2 and notwithstanding any other provisions of this Agreement, this paragraph 6 sets out the entire financial liability of CHW (including any liability for the benefit of the HIRER, its employees, agents, consultants and subcontractors) to the HIRER in respect of:

any breach of this Agreement, by CHW, and anything done by the employees, agents or subcontractors which would if done by CHW be a breach of this Agreement;

any use of the HIRER’s of the Services or any part of them;

any representation, statement or tortious act or omission (including negligence) arising under or in connection with this Agreement;

any breach of this Agreement, by CHW, and anything done by the employees, agents or subcontractors which would if done by CHW be a breach of this Agreement;

any use of the HIRER’s of the Services or any part of them;

any representation, statement or tortious act or omission (including negligence) arising under or in connection with this Agreement;

6.2. CHW’s liability in respect of the matters referred to in paragraph 6.1.2 is limited to the said property damage in good faith, reputation, business opportunity or other loss whether direct or indirect.

Subject only to paragraphs 6.1.2 and 6.2.1, CHW’s liability in respect of the matters referred to in paragraphs 6.3.1 to 6.3.3 inclusive whether arising in contract, negligence or other tort or breach of duty is limited so that CHW shall not be liable for any, or to the extent that such is reasonable, any loss in good faith, reputation, business opportunity or other loss whether direct or indirect.

Subject only to paragraphs 6.1.2 and 6.2.1, CHW’s liability in respect of the matters referred to in paragraphs 6.3.1 to 6.3.3 inclusive whether arising in contract, negligence or other tort or breach of duty is limited so that CHW’s total liability shall be limited to the price paid for the Services.

Subject only to paragraphs 6.1.2, 6.2.1, CHW’s liability for all warranties, conditions and other terms implied by statute or common law, is to the fullest extent permitted by law, excluded.

For the purposes of this paragraph 7 the expressions ”adequate procedures” and “associated with” shall be construed in accordance with the Bribery Act 2010 and legislation or guidance published under it.

Each Party shall comply with applicable Bribery Acts and any procedures or guidance in place adequate procedures to prevent bribery and ensure that:

all of that Party’s personnel;

all others associated with that party; and

all of that party’s sub-contractors; involved in performing the Agreement so comply.

Without limitation to paragraph 7.2, neither party shall make or receive any bribe (as defined in the Bribery Act 2010) or improper payment, or allow any such to be made or received on its behalf, either in the United Kingdom or elsewhere, and shall implement and maintain adequate procedures to ensure that such bribes or payments are not made or received directly or indirectly on its behalf.

Each Party shall immediately notify the other as soon as it becomes aware of a breach of this paragraph 7.

8. Confidentiality

8.1. Each Party undertakes that it shall not at any time disclose any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by paragraph 8.2.

8.2. Each Party may use the other party’s confidential information:

8.2.1. 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 Agreement. Each Party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party’s confidential information comply with paragraph 8.2.1 and as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

8.3. Neither party shall use the other party’s confidential information for any purpose other than to perform its obligations under the Agreement.

9. Data Protection

9.1. Both parties will comply with all applicable requirements of DP Law in the performance of their rights and obligations under this Agreement.

9.2. CHW may process the contact information of HIRER’s employees and contractors under this Agreement. This contact information can be stored, disclosed internally and processed by CHW.

9.3. The HIRER is notified and obtained the consent of the individuals whose contact information may be stored, disclosed internally and processed and will forward to CHW, requests to access, update, correct or delete their contact information to CHW. The HIRER will make its employees and contractors aware of this Privacy Notice (https://www.ch-w.com/privacy).

10. Entire Agreement

10.1. This Agreement constitutes the whole agreement between the Parties and supersedes all previous agreements between the Parties relating to its subject matter.

10.2. No party acquires any benefit, in entering into this Agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether written or otherwise, orally, innocently) other than as expressly set out in this Agreement.

11. Severance

All amounts due under this Agreement shall be paid by the HIRER to CHW in full without any deduction or withholding (whether by reason of any law on withholding or otherwise by law), and the HIRER shall not be entitled to claim set-off or to counterclaim against CHW in relation to the payment of the whole or part of any amount.

12. Inadequacy of Damages

12.1. Without prejudice to any other rights or remedies that CHW may have, the HIRER acknowledges and agrees that damages alone would not be an adequate remedy for any breach of the terms of this Agreement by the HIRER. Accordingly, CHW shall be entitled, without proof of special damages, to the remedies of injunction, specific performance or other equitable remedy, and in whole or in part for any actual breach of the terms of this Agreement.

13. Notices

13.1. Any notice to be given under this Agreement shall be deemed to be given when delivered by hand, when transmitted on receipt of a printout confirming due transmission is sent by electronic mail, when sent by post or when delivered by hand after mailing if sent by mail, postage addressed and addressed to the registered office of the relevant Party.

13.2. If a Party changes its address for notification purposes, then it will give the other Party written notice of the new address and the date from which it will become effective.

14. Waiver

No failure or delay by a Party to exercise any right or remedy provided under this Agreement or by law will constitute a waiver of that or any

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PART E – DEFINITIONS

In this Agreement the following definitions apply:

**Additional Services** means the services to be provided to the Hirer by CHW in addition to the Basic Services as specified in the Booking Form or as otherwise agreed in writing by CHW;

**Agreement** means the Booking Form, Venue Rules and these Standard Terms and Conditions;

**Basic Services** means the hiring of the Space from CHW;

**Booking Form** means the event booking form to which these Standard Terms and Conditions and the Venue Rules are attached, setting out a summary of the commercial terms on which CHW agrees to provide certain Services to the Hirer;

**CHW** means Central Hall Westminster Limited;

**Building** means Central Hall Westminster Storey’s Gate, London SW1H 9NH;

**Business Day** means any day other than Saturday, Sunday or a public holiday in England;

**Claim** has the meaning specified in paragraph 5.4 of Part D of these Standard Terms and conditions;

**Event** means the event to be held by the Hirer at the Space as specified on the Booking Form;

**DP Law** means the Data Protection Law (EU 2016/679) and the Data Protection Act 2018, the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC); the Privacy and Electronic Communications Regulations 2003 (SI 2003/2260), each as amended; and any laws or regulations relating to personal data or privacy;

**Event Manager** means the person nominated by CHW to be the Hirer’s main point of contact;

**Expert** has the meaning specified in paragraph 4.3 of Part D of these Standard Terms and Conditions;

**Hirer** means the person to whom CHW agrees to provide the Services;

**Hire Fee** means the fees due from the Hirer in respect of the Services as specified on the Booking Form or as otherwise agreed;

**Hire Period** means the period of time during which CHW agrees to hire the Space to the Hirer as specified in the Booking Form;

**Hire Purpose(s)** means those purpose(s) for which CHW agrees to hire the Space to the Hirer as specified in the Booking Form;

**Intellectual Property Rights** means all intellectual and industrial property rights including patents, know-how, registered trademarks, registered designs, utility models, applications for and rights to apply for any of the foregoing, unregistered design rights, unregistered trademarks, service marks, trade, business and domain names, rights in goodwill or to prevent passing off for unfair competition and copyright, database rights, topography rights and any other rights in any invention, discovery or process in each case whether registered or unregistered and all similar or equivalent rights or forms of protection in any part of the world, together with and including all applications and all renewals and extensions thereof;

**Parties** means the parties to this Agreement and "Party" will be construed accordingly;

**Services** means the Basic Services and any Additional Services which CHW has agreed to provide to the Hirer under this Agreement;

**Space** means that area at the Building which CHW agrees to hire to the Hirer as specified in the Booking Form;

**Venue Rules** means the rules of use of the Space and areas of the Building the Hirer is permitted to access from time to time and notified

PART F – INTERPRETATION

Obligations and liabilities assumed by more than one person are assumed jointly and severally unless otherwise specified.

Reference to statutes or statutory provisions include those statutes or statutory provisions as amended, extended, consolidated, re-enacted or replaced from time to time and to any order, regulations, instruments or other subordinate legislation and to any former statute or statutory provision replaced (with or without modification) by the statute or statutory provision referred to except to the extent that any amendment or modification enacted after the date of this Agreement would increase or extend the liability of any Party to this Agreement.

Where CHW’s consent or approval is required to be given or obtained, such consent or approval is to be effective and binding on CHW only if in writing and signed by an approved signatory of CHW.

References to a right of set-off will include legal and equitable rights of set-off.

Part and paragraph headings will not affect the interpretation of this Agreement.

A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person’s legal and personal representatives, successors and permitted assigns.

Words in the singular will include the plural and vice versa.

A reference to any Party will include that Party’s personal representatives, successors or permitted assigns.

A reference to writing or written includes faxes and e-mail.

Any phrase introduced by the terms including, include, in particular, or any similar expression will be construed as illustrative and will not limit the sense of the words preceding those terms. Words in the singular and plural and the masculine, feminine and neuter and otherwise are illustrative and will not limit the sense of the words preceding them.

Any obligation in this Agreement not to do something includes an undertaking not to permit that thing to be done.
Central Hall Westminster
Venue Rules

Overview

Central Hall Westminster Limited (CHW) lease the building from the Managing Trustees of Central Hall Westminster (a registered charity) and TMCP who hold the title to the building - Methodist Central Hall Westminster - on behalf of the Methodist Church of Great Britain.

CHW has obligations under the terms of its lease to maintain and safeguard the building, and to ensure that activities within it are not incompatible with the ethos or contrary to the rules and regulations of the Methodist Church. To this end, a set of Venue Rules are in place with which users of the building must comply under Part A, section 2.4, of the CHW Terms and Conditions.

If you are in any doubt as to whether a proposed activity or advertisement could breach one of the Venue Rules, please discuss this with your Event Manager at the earliest opportunity.

Venue Rules

1. The Building
   1.1. Details of all equipment and items to be suspended from or affixed to the roof, walls or other structural parts of the Space must be submitted to CHW for approval no less than eight weeks before the start of the Hire Period.
   1.2. You will not remove any key belonging to CHW nor exclude any authorised representative of CHW from the Space.
   1.3. No advertisements, notices, signs, decoration, posters, flags or device of any kind whatsoever shall be displayed or attached on or about the exterior, interior or floors of the Space without the prior written permission of CHW. There shall be no use of blue tack, white tack or tape of any kind by the Hirer.
   1.4. The Space must be handed over free of any contractors, exhibitors, exhibitor’s goods or any other encumbrances at the end of the Hire Period. If any item is left at the Building after the Hire Period, including posters, signs or any literature, the hirer shall be charged for their removal at cost plus £50 (administration fee).
   1.5. You must comply with any noise restrictions that may be in place in the Building. CHW will notify you of any such restrictions.

2. Use of Special Effects
   2.1. The use of smoke, haze, pyrotechnics, confetti, cracked oil, helium balloons or any other special effect must be approved by CHW’s on-site AV supplier, CHW’s Health & Safety Officer and CHW’s Head of Facilities 8 weeks prior to its intended use. It is the hirer’s responsibility to seek required approvals; CHW and its suppliers accept no responsibility for cancellation of these elements if required approval has not been granted.
   2.2. Utmost priority must be given to the preservation of the building features at all times, most importantly the Great Hall organ and the chandeliers. Under no circumstances are special effects to be used in any manner that may damage these features. Should damage arise as a result of special effects, the hirer accepts full responsibility for any repair costs incurred.
   2.3. Should the hirer wish to utilise any elements that are likely to require additional cleaning staff or equipment (confetti, etc), the hirer agrees to cover costs for this and to arrange additional cleaning staff and equipment as required and agreed with the CHW facilities manager prior to the event.

3. Health & Safety and Security
   3.1. All fire alarms, extinguishers, fire hydrants, sprinkler system valves, house telephones and fire doors in the Space, together with their control switches, must be kept clear and accessible at all times.
Central Hall Westminster
Venue Rules

3.2. The Hirer and its employees, contractors, exhibitors, performers and attendees may only use those entrances and exits as are notified to the Hirer by CHW and comply with any instructions issued by CHW from time to time.
3.3. No item weighing more than 250 kgs may be brought into the Building.

4. Conduct
4.1. The Space or any part of it must not be used for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to CHW or the owner/occupier of any neighbouring property. Foul and/or abusive language is not tolerated.
4.2. The premises must not be used for any purposes in connection with betting or gambling in any form (including lotteries and games of chance).
4.3. Attendees must not drink excessively or be intoxicated whilst in the Building.
4.4. No alcohol may be brought into or consumed in the Great Hall.
4.5. Tips or gratuities are not to be given to members of staff employed to work at the Event.
4.6. Newspapers, periodicals, books or any other items may not be distributed, sold or permitted to be distributed or sold without the prior written consent of CHW.
4.7. No acts of worship may be held at the premises without prior written consent of CHW.