
THE BEDS SU METRO BAR & KITCHEN VENUE HIRE TERMS AND CONDITIONS

1. GENERAL

- 1.1** The Hirer must leave rooms used in a clean and tidy state with all rubbish removed.
- 1.2** The Hirer agrees to use the equipment belonging to the venue in a safe manner and return it in a good working order. Where equipment is damaged the Hirer will be liable and charges will be applied.

2. BOOKING DETAILS AND VENUE HIRE FEES

- 2.1** The Hirer must be aged 21 or over before we will consider your application to hire the premises.
- 2.2** The Hirer must fully and fairly represent the purpose for which the venue is required. Any misrepresentation may result in cancellation of the event at any time by Beds SU.
- 2.3** No booking will be deemed confirmed until University of Bedfordshire Students' Union (Beds SU) has received a completed and signed Venue Hire Form, accepting the Terms and Conditions of venue hire and non-refundable deposit of £100 within 14 days of making provisional booking.
- 2.4** If no booking form and/or deposit is received in 14 days Beds SU reserve the right to cancel your booking and release the date held.
- 2.5** Any equipment or extra requirements for the booking must be ordered in advance to ensure availability.
- 2.6** General venue hire fee is £300 including VAT (including £100 non-refundable deposit) for events finishing before midnight. For events finishing between midnight and 3am general venue hire fee is £350 including VAT (including £100 deposit). The balance after receiving the deposit is due 14 days prior the event.

2.7 Venue hire fee includes the following:

- Up to 8 hours of the use of the Metro Bar & Kitchen, including 2h set-up and up to 6h actual event.
Any additional time will be charged extra.
- Use of the kitchen and appliances.
Access to back of house including kitchen is restricted to 3 people due to Health and Safety reasons
- Use of in-house sound system (excluding microphone and any ancillary i.e laptop and connecting leads)
- Up to 2 SIA licensed door staff
Beds SU remains the right to increase the venue hire fee if the management decides that the nature of the event requires more than 2 members of SIA licensed door staff.
- Bar staff and a Duty Manager to operate the event.

3. VENUE ACCESS AND EVENT TIMINGS

- 3.1** Venue can be visited for any pre-event planning during the usual opening hours. To ensure manager is available to answer any operational questions, advanced notice is required.
- 3.2** The Hirer must arrive and vacate by the agreed time, as stated on the Venue Hire Form. Failure to adhere to agreed times may incur additional charges.
- 3.3** In the event of unauthorized overrunning (after initial verbal warning from Duty Manager) the Venue withholds the right to interrupt the event.
- 3.4** The times of the Event are set out in the Venue Hire Form. Bar service will finish 30 minutes prior to the end of the event.
- 3.5** The Hirer will ensure that all guests leave the venue quietly and that no disturbance is caused to local residents or business as a result of the departure of guests from the event at any time; and that all guests leave the venue no later than 15 minutes after the scheduled end of the event.

4. FOOD AND BEVERAGES

- 4.1 The sale and/or supply of alcohol is the sole right of Beds SU and no expectations to this will be given. No alcohol of whatever description or associated beverages may be brought to onto the premises at any time or for any purpose except where the Venue Hire Form stipulates otherwise.
- 4.2 The Hirer is authorised to use their own caterers and/or bring their own food to the premises.
- 4.3 Beds SU accepts no liability for food and refreshments provided by the Hirer of The Metro Bar & Kitchen.

5. CANCELLATION

- 5.1 Any cancellation must be in writing. This applies to all events that have been confirmed. Please note that £100 deposit is non-refundable.
- 5.2 If a confirmed booking is postponed, transfer of the deposit may be agreed at the sole discretion of Beds SU.
- 5.3 Beds SU reserve the right to cancel any booking due to poor behavior on the part of any client, delegate or guest. In this case Beds SU will not be liable for the payment of any compensation to the hirer or any other person.
- 5.4 In the event of the occurrence of a force majeure the obligations of Beds SU will be suspended.

6. HEALTH AND SAFETY

- 6.1 Beds SU do not accept responsibility for loss or damage to property of any client, delegate or visitor to The Metro Bar & Kitchen.
- 6.2 The health and safety of all visitors to The Metro Bar & Kitchen is of paramount importance and as such we ask that all clients, delegates and guests comply with Health and Safety legislation and other licensing and appropriate statutory regulations.
- 6.3 Beds SU, its representatives, employees or agents reserve the right to refuse entry to any persons who are in the opinion of Beds SU posing a safety or security risk at or in the vicinity of the property.

7. DATA PROTECTION

7.1. By Agreeing to this booking you give Beds SU explicit permission to use my details for the purpose of booking and making arrangements for the venue hire only and for no other purpose. I understand that Beds SU will hold this information for six years as required for auditing purposes. You understand that you are able to access information on what data Beds SU holds, how it is managed, my rights and how to make a complaint through referring to the Union privacy policy online at www.bedssu.co.uk/dataprotection