

GENERAL OSTEOPATHIC COUNCIL

ROOM HIRE – TERMS OF AGREEMENT

The General Osteopathic Council's Council Chamber and two ground floor meeting rooms are available for hire by external organisations. A completed booking form and these standard terms and conditions together form the contract for your hire of the Chamber and/or rooms. Any variation in these standard terms and conditions must be agreed in writing.

TERMS AND CONDITIONS

DEFINITIONS

In these terms and conditions:

- **GOSc** means the General Osteopathic Council
- **The premises** means the building known as Osteopathy House, 176 Tower Bridge Road, London SE1 3LU
- **The Hirer** means the individual(s) or organisation hiring the Council Chamber and/or rooms at the GOSc.
- **Visitors** means any person or persons using the premises in connection with the booking made by the Hirer
- **The deposit** means 50% of the total cost of hiring the room or rooms

BOOKINGS

1. A booking for one or more of the rooms will be accepted on receipt of the booking form.
2. On receipt of the booking form, the Facilities department at the GOSc will notify the Hirer that the booking has been accepted and will notify the Hirer of the total cost of hiring the room or rooms selected. The booking will be confirmed on receipt of the deposit, to be paid within 14 days of notification by the GOSc that the booking has been accepted. Payment of the deposit will be taken by the GOSc as an indication that these standard terms and conditions are accepted in full.
3. If the deposit is not received within 14 days of confirmation by the GOSc, the booking will be cancelled forthwith by the GOSc without further notice to the Hirer.
4. The balance outstanding in respect of room hire charges and all catering costs must be paid within 7 days of the GOSc's invoice, which will be issued after the event. In the event of late payment or part payment of any invoiced charges, the GOSc reserves the right to charge

interest, on a daily basis, from the due date of each invoice, at 2% above the base lending rate from time to time of the Bank of England.

5. The nature of the function must be notified to the GOsC at the time of booking. The GOsC reserves the right to refuse bookings without giving reasons.

CANCELLATION OF BOOKINGS

BY THE GOSC

6. Occasionally it may be necessary for the GOsC to cancel or vary the booking. Should this be necessary the GOsC will endeavour to give the Hirer as much notice as is reasonably possible and to offer suitable alternative dates, accommodation or facilities.
7. The GOsC will not be responsible for any losses, costs or expenses whatsoever, including any consequential losses, which the Hirer or Visitors may suffer or incur as a result of any such cancellation. It is recommended that insurance against cancellation is obtained.

BY THE HIRER

8. The Hirer may cancel a room hire booking by giving notice in writing. In the event that the Hirer cancels a Room hire booking, the GOsC reserves the right to retain the deposit paid by the Hirer.
9. Cancellation charges may be reduced if an alternative booking occurs for the relevant dates.

HOURS OF USE

10. The Council Chamber and meeting room facilities are available to the Hirer and Visitors:
 - a. For a full day booking, between the hours of 0930 and 1700.
 - b. For a morning booking, between the hours of 0930 and 1300.
 - c. For an afternoon booking, between the hours of 1330 and 1700.
11. The rooms will be open 15 minutes before the start of the booking.
12. An extension to these hours may be available by prior agreement with the GOsC, and subject to an additional charge.

CATERING

13. Catering (i.e. refreshments throughout the day, excl. lunch), if required, will be provided by the GOsC.

14. Details of all catering required must be indicated on the booking form, including any special dietary requirements.
15. No alcohol is permitted to be consumed on the premises.

OTHER POINTS

16. The premises are accessible to disabled persons. To ensure that we can provide the available facilities for disabled Visitors, any special access requirements or other assistance required must be notified to the GOsC at the time of booking.
17. Visitors may use the facilities and waiting area on the ground floor but access to the first and second floor of the premises is not allowed.
18. Visitors must comply with all security, fire and other regulations and statutory requirements relating to the Premises.
19. The following are not permitted anywhere on the GOsC's premises:
 - a. Smoking
 - b. Possession or use of drugs or any other illegal substances
 - c. Gambling
 - d. Any illegal activities whatsoever.
20. The use by external organisations of the GOsC's logo or any other branding is not allowed without prior written permission.
21. Permission is required for all photography, filming and video-taping within the GOsC's premises.
22. No sub-letting of the hired rooms or any part thereof is permitted.
23. Event organisers must effect and maintain public liability insurance, with a minimum indemnity of £2 million to cover claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs during the booking.
24. Nothing must be fixed to the floors, walls, ceilings or any other interior or exterior of the buildings by means of nails, screws, drawing pins, blue tack, glue or other means.
25. The GOsC reserves the right to charge for damage of any kind to the premises caused by the Hirer or Visitors.

26. The Hirer must ensure that the function is conducted in an orderly fashion without causing a nuisance to GOsC staff or the GOsC's neighbours. The GOsC reserves the right to exclude or eject, in its discretion, any persons associated with the event whom it considers objectionable.
27. The GOsC, on behalf of itself and its staff, is unable to accept responsibility for any property lost or mislaid at the GOsC.
28. Any items not collected within 24 hours of the end of the function will be disposed of unless prior arrangements for their safekeeping have been made.
29. The GOsC will provide agreed and satisfactory facilities with reasonable care and skill but will not otherwise be liable to organisers and delegates and hereby excludes its liability (including any consequential loss) to the fullest extent permitted by law.