

# Cornerstone St Johns: Terms & Conditions

## Venue Hire Terms and Conditions

These Terms and Conditions govern the hire of any of the Cornerstone St John's venue spaces (the "Venue") by the hirer (the "Client"). By making a booking, the Client agrees to be bound by these Terms and Conditions.

### 1. Booking and Confirmation

1.1 A booking is considered provisional until confirmed by the Venue. 1.2 The booking is confirmed only upon receipt of the required deposit and written confirmation from the Venue.

### 2. Payment Terms

2.1 **Deposit:** A non-refundable deposit equal to **25% of the total hire fee** is due at the time of booking to secure the event date. 2.2 **Balance Payment:** The remaining balance (75%) must be paid in full **no later than 14 days prior to the event date**. 2.3 **If booking within 14 days** of the event the full payment will be due on day of booking. 2.4 **Late Payments:** If full payment is not received by the due date, the Venue reserves the right to cancel the booking and retain the deposit. 2.5 **Additional Charges:** Any additional costs incurred during the event (including but not limited to overtime, damages, extra services including extra delegate costs at the agreed DDR) are payable within 7 days of invoice. 2.6 **Payment Methods:** Accepted payment methods will be confirmed by the Venue at the time of booking.

### 3. Cancellation and Refunds

3.1 **Cancellation by Client:** - If the Client cancels more than 14 days before the event date, the deposit will be retained and no further charges will apply. - If the Client cancels within 14 days of the event date, the full hire fee may be payable at the Venue's discretion. 3.2 **Cancellation by Venue:** In the unlikely event the Venue must cancel the booking, all payments received will be refunded in full. The Venue shall not be liable for any additional losses incurred by the Client.

### 4. Use of the Venue

4.1 The Venue may only be used for the purpose agreed at the time of booking. 4.2 The Client is responsible for ensuring all guests comply with these Terms and Conditions and any instructions given by Venue staff. 4.3 The Client must comply with all applicable laws, regulations, and licensing requirements. 4.4 Any equipment brought onto the Venue by the Client, their contractors, or guests must comply with all applicable health and safety regulations and be safe, maintained, and suitable for its intended use. (E.g. plugs being PAT tested) 4.5 The Venue may request a risk assessment from the Client, if so this must be submitted no later than 7 days prior to the event.

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## 5. Catering and Food Safety

5.1 **Catering Arrangements:** All catering arrangements must be agreed with the Venue in advance. The Client is responsible for ensuring that any external caterers comply with all relevant food safety and hygiene regulations. 5.2 **Allergies and Dietary Requirements:** The Client must inform the Venue in writing of any food allergies, intolerances, or special dietary requirements of guests **no later than 7 days prior to the event date**. The Venue cannot guarantee accommodation of all allergies or dietary requirements but will try its utmost to honour this. 5.3 **Food Safety Responsibility:** The Client accepts full responsibility for the provision, handling, storage, and service of food brought onto the premises by the Client or their caterers. 5.4 **Hot Water Use:** Use of the Venue's hot water facilities by the Client or caterers is permitted solely for standard catering purposes and must be used safely and responsibly at all times. The Venue accepts no liability for injury, loss, or damage arising from the use or misuse of hot water or catering equipment. 5.5 **Right to Restrict Use:** The Venue reserves the right to restrict or discontinue catering activities if, in its reasonable opinion, they pose a risk to health, safety, or the Venue's facilities.

## 6. Capacity and Safety

6.1 The maximum capacity of the Venue must not be exceeded. 6.2 The Client must not obstruct exits, fire equipment, or safety signage.

## 7. Damage and Liability

7.1 The Client is responsible for any damage to the Venue, fixtures, or equipment caused by the Client or their guests. 7.2 The Venue reserves the right to charge for repair or replacement of any damaged property. 7.3 The Venue accepts no responsibility for loss or damage to personal property brought onto the premises. 7.4 The Client shall be fully responsible for the conduct, behaviour, and safety of all persons attending the event, including the provision and management of adequate security where required.

## 8. Insurance

8.1 The Client is responsible for obtaining any necessary insurance for their event, including public liability insurance if required by the Venue.

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## 9. Alcohol and Licensing

9.1 The Venue is **not a licensed premises** and does not hold a licence to sell or supply alcohol. 9.2 Where alcohol is brought onto the premises by the Client or their guests, this is done **entirely at the Client's own risk and responsibility**. 9.3 The Client is solely **responsible for ensuring compliance with all applicable laws**, regulations, and licensing requirements relating to the supply, consumption, and supervision of alcohol. 9.4 The Venue accepts no liability for any incidents, injuries, losses, or damages arising from the consumption of alcohol at the event. 9.5 The Venue reserves the right to require alcohol service to cease, or to terminate the event without refund, if alcohol consumption results in unsafe, disorderly, or unlawful behaviour.

## 10. Noise and Conduct

10.1 **Noise levels** must be kept within limits and times specified by the Venue and local regulations. 10.2 **The Venue reserves the right** to terminate the event without refund if guests behave in a disorderly, unsafe, or illegal manner.

## 11. Force Majeure

11.1 **The Venue shall not be liable** for failure to perform its obligations due to events beyond its reasonable control, including but not limited to natural disasters, government restrictions, or emergencies.

## 12. Governing Law

12.1 **These Terms and Conditions** shall be governed by and construed in accordance with the laws of the applicable jurisdiction in which the Venue operates.

## 13. Acceptance

13.1 **Payment of the deposit** constitutes acceptance of these Terms and Conditions.