

## Terms and Conditions for Room Hire at Southwark Cathedral, London Bridge, SE1 9DA

1. A booking is confirmed once the room booking form has been signed, dated and returned.

(i) In the event that the client terminates the booking less than 30 days before the event date, the client shall be liable to pay Southwark Cathedral Enterprises the total room hire charge. In the event of a cancellation more than 30 days prior to the event date a 50% room hire charge will be due. All cancellations must be made in writing.

(ii) In the event that a room booking is made within 30 days of an event full payment will be due and the cancellation charge will be 100% of the room hire charge.

**(iii) Details of room hire charges are shown on the form. Payment must be made on receipt of invoice.**

2. For clients holding their first event at the Cathedral, full payment will be due prior to the event's start date.

3. Changes to layout and equipment made on the day of your event may incur an additional charge. To avoid additional charges, all arrangements must be confirmed 7 days before your event.

4. Any damage or spillages caused during a letting should be immediately reported to the Receptionist or Duty Verger. The cost of repairing the damage or the cost of professional cleaning may be charged to the client.

5. Permission must be obtained to move furniture, fittings or lights.

6. As Azure, part of the Elixir Group, have the exclusive right to provide catering across the site, all catering for this venue must be booked through Azure. No other company may be used and nothing may be brought in from elsewhere, for consumption on the premises. It is the booker's responsibility to forward this information to all those attending the event. It is deemed that all bookings come with the purchase of catering. It is not possible to book a room without an element of catering purchase through AZURE.

7. If the client is found to have brought food onto the premises that was purchased elsewhere, Southwark Cathedral Enterprises Ltd will levy a charge to the client based on the day delegate rate for food current at the time of booking. This charge will be levied per person attending the event.

8. Permission should be sought for the distribution or display of any promotional material in the Cathedral and on its notice boards.

9. Smoking is not permitted anywhere on the Cathedral's site.

10. Users of the facilities are responsible for all personal belongings and equipment brought on site. It is the client's responsibility to forward this information to all those attending the event. Insurance for major events is advisable.

11. Please note that the use of *Blu Tac* is not allowed. Low tack tape or extra flipcharts can be provided as an alternative.

12. Users of the Cathedral premises are subject to the authority of the Duty Verger in the event of an emergency. In case of emergency, call 712 on the internal phones.

13. It is the responsibility of the booker to ensure that all children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness or damage occurring. You are required to carry full liability insurance for this.

14. Only Working Dogs are permitted on site.

15. A room key will be allocated for each booking and must be returned on departure. Failure to do so will incur a £25 administrative fee.

These charges have been set after careful consideration of the cost of running the Cathedral and comparison with the fees of other Cathedrals and major Churches. We are seeking to stay open and in good repair.

**We are a not-for-profit making organization and all income raised from bookings goes to support the ministry and work of Southwark Cathedral among the people of South London.**

Rooms	Maximum Numbers	Dimensions
Garry Weston Library	80 seated 120 standing	18.0 x 5.9m
Chapter Room	30 seated 60 standing	4.75 x 11.6m
Queen Elizabeth Room	30 seated 60 standing	4.75 x 11.6m
John Trevor Williams Room	40 seated 60 standing	11 x 7m
Desmond Tutu Room	10/12 Boardroom	4.4 x 4.7m
Edward Boorman Room	6/8 Boardroom	3.4 x 4.5m

Normal hire is 08:30-18:00 with half day and full day is available. For early morning and evening meetings an out of hours access charge will be due. This covers before 8.30am and from 6pm until the rooms are tidied and locked up.

E-mail to: [conferences@southwark.angican.org](mailto:conferences@southwark.angican.org)

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