



## Terms and Conditions 3rd and 4th floor private rooms

All agreements with IoD Members ('Members') for the hiring of 3<sup>rd</sup> and 4<sup>th</sup> floor rooms at 116 Pall Mall, London SW1Y 5ED for meetings ('Meetings') are subject to the following conditions:

### 1. IoD members only

Agreements for the hiring of rooms may only be made by or on behalf of an IoD member, who shall be responsible for the invoiced amount. Members have no right to assign the agreement even where the hiring is made on behalf of a company.

### 2. Booking

- a) Members may not book rooms for more than five consecutive days without the IoD's prior consent.
- b) For ease of administration Members must at the time of booking provide an estimate of the number of persons attending the Meeting. In addition, their names must be provided at least 48 hours prior to arrival.

### 3. Equipment for meeting

At the time of booking Members shall:

- a) Advise the IoD of any IoD equipment or facilities they require for the Meeting. If available, it will be charged for at the rates in the IoD's current tariff card. See (4a) below.
- b) Inform the IoD if they wish to bring in and use any equipment, other than IoD equipment, at the Meeting. Members shall be responsible for the security and insurance of such equipment, for obtaining all consents, necessary licences and for its prompt removal at the end of the Meeting.

### 4. Charges

- a) All Charges shall be based on the IoD tariff current from time to time and shall be inclusive of VAT (where applicable).
- b) Charges for food and beverages shall be based on the amount ordered or, if greater, the amount actually supplied.
- c) The IoD reserves the right to require deposit, payable at the time of booking, of not less than 50% of the estimated total charge.
- d) Members shall pay the balance outstanding within 1 day of the meeting date. The IoD reserves the right to charge interest on overdue amounts at the rate of 1.5% per month

### 5. Members obligations

Members shall:

- a) Ensure that persons attending the Meeting observe these Conditions, do not commit any nuisance, disturbance or infringement which might jeopardise the IoD Liquor Licence and comply with all reasonable requests of IoD staff.
- b) Comply with all security, fire and other regulations relating to the IoD premises and not commit any illegal acts.
- c) Not carry out any electrical or other works, use their own electrical equipment or fix anything to the floors, ceilings, walls or any other part of the IoD premises without the IoD's prior consent.
- d) Not bring any inflammable, noxious or dangerous items onto the IoD premises and remove any items promptly when requested by staff.
- e) **Not bring to consume any food or beverages on the IoD premises other than those supplied by the IoD.** Where, with the IoD's consent, Members consume their own beverages on the premises, a corkage charge will be applied.
- f) Not carry on any betting, gaming or auction activity on the IoD premises.
- g) Not use the IoD's name or logo on promotional or other literature or tickets except in such form as may be previously agreed in writing by the IoD, nor make any representation or create any inference which might indicate that the Meeting is an official IoD function.
- h) Not display any notices, signs or other devices or leave any brochures or other literature on or about the IoD's premises.
- i) Not use the IoD's address, telephone number or fax numbers on their company letterheads, brochures or other literature.
- j) Pay the cost of any electricity used which is additional to that normally used in the heating and lighting of IoD premises.
- k) If requested by the IoD supply a list of guests to Reception, which may be required for security purposes.
- l) **You are respectfully reminded that the Institute of Directors operates a strict dress code. Smart casual dress is essential. This means that members or their guests wearing jeans, trainers, t-shirts or shorts will be refused entry. To avoid embarrassment on the day please make all your guests aware of these rules in advance.**

### 6. Cancellation by the IoD

The IoD may require to cancel a Meeting without any liability to the Member if:

- a) The IoD premises or any part of them have to be closed for reasons beyond the IoD's control.
- b) The Member becomes insolvent or is adjudicated bankrupt.
- c) The Member is already in arrears with any payment due to the IoD.
- d) The Member is in breach of any of these Conditions and fails to rectify such breach within a reasonable period from date of the IoD's notice.

### 7. Cancellation by Members

Where a Member cancels a Meeting and the IoD is unable to relet the room, the Member shall pay the following charges together with all other payments made by the IoD on behalf of the Member:

Shaftesbury and Quest Rooms - Over 10 working days notice of cancellation – no cancellation charge. Less than 10 working days notice – 100% of room hire charge, unless the IoD is able to re-let the room for the full duration of the booking.

Other Meeting rooms - Over 5 working days notice of cancellation – no cancellation charge. Less than 5 working days notice – 100% of room hire charge, unless the IoD is able to re-let the room for the full duration of the booking.

### 8. Liability

- a) Members shall be liable for and shall indemnify the IoD against all or damage (including consequential loss or damage) resulting from injury to persons or loss of or damage to IoD or other property arising from the Members' hiring of a room.
- b) The IoD shall not be liable for:  
Damage to or loss of any items belonging to or in the care of custody of the Member, his servants, agents or other attendees to the hired room ('the hirers').  
For injury to anyone or more of the hirers, except where and to the extent that such an injury, loss or damage is caused directly by negligence of the IoD.

### 9. General

No variation to the Agreement shall be effective unless in writing and signed on behalf of the IoD and the Member.