

SCI BELGRAVIA – Terms & Conditions

1. BOOKINGS

Written acknowledgement of these terms constitutes formal acceptance of your booking. A signed and dated copy of these terms must be received by the events team, within 5 working days in order to secure your booking.

1.1. Entrance No. 14

Any usage of Entrance No. 14 must be agreed in advance with the venue. The client accepts responsibility for registering their guests entering via Hallway 14 (not the main reception) and supervising this area at all times during the event unless arranged otherwise with the venue.

1.2. Confirmation of Requirements

Clients must supply all relevant information to the events team no later than 5 working days prior to the event. This includes, but is not limited to, final numbers, seating arrangements, catering and AV requirements.

SCI is under no obligation to meet requirements received after this deadline.

1.2. Live and Recorded Music

Due to licensing requirements, clients must confirm intention to play recorded music at least 48 hours in advance (14 days for live bands/DJs) and a nominal charge may apply. SCI reserves the right to decline music or limit sound levels, prior to and on the day of the event, if noise is deemed to be disruptive to other clients.

2. PERIODS OF BOOKING

All booking timings must be agreed in writing including set-up and break-down of events. If the client wishes to extend room usage beyond those timings, special arrangements must be made with the venue. Overrun charges apply to any bookings which exceed the agreed timings.

3. PAYMENT

All Payments are subject to VAT where applicable.

3.1. Full payment

Full payment is required within 30 days of invoice.

3.2. Catering

All catering costs will be agreed in writing prior to the event excluding sale or return items. SCI approved caterers must be used unless agreed in writing prior to the event. Use of external caterers may incur an additional fee.

4. CANCELLATION

Notification of cancellation must be given in writing and will incur the following charges:

| Cancellation Period | Liability Charge of Total Cost |
|---------------------|--------------------------------|
| 6+ Months | None |
| 3-6 Months | 25% |
| 2 Weeks – 3 Months | 50% |
| Less than 2 Weeks | 100% |

SCI cannot be held responsible for failure to complete the contract owing any exceptional circumstances beyond the control of the SCI.

5. DAMAGE LIABILITY

The client will take reasonable precautions to prevent damage to walls, floors, carpets and furniture in the venue and will report any accidental damage to SCI staff immediately.

5.1 Insurance

The Client will be responsible and will indemnify SCI for all accidents, injuries, and losses and for the cost of repair for any damage done to any part of the property or the contents of the building which may occur from any cause whatsoever in connection with their use of the premises and for any claims made against the owner by any third party as a result of the acts of the client or the client's guests. The client should carry insurance to cover these risks along with adequate public liabilities insurance. SCI carries statutory public liabilities insurance.

6. ACCESS

The client agrees to use only the meeting rooms, events spaces and communal areas identified in writing as part of their booking and will undertake to ensure that all guests remain in these areas only.

6.1. Access for disabled

SCI Belgravia has limited disabled access; contact the events team for details prior to the event if additional support is required.

7. ON THE DAY

7.1. SCI Contact & Staff

A member of the events team will be available to handle any enquiries, but the event organiser should identify themselves at reception on arrival so that any urgent messages can be relayed efficiently.

7.2. Set Up

Rooms and AV equipment will be provided and set up as per the agreement in the booking and communications with the organiser prior to the event. All specific requirements should be given in advance as requests and changes on the day cannot be guaranteed.

7.3. Fire

Fire Alarm Tests are carried out at 10:00am every Friday (24 hours earlier if the Friday falls on a Bank Holiday). No action should be taken during a test unless advised to do so by a fire warden. In the event of a fire, the fire alarm (continuous ringing) will activate and SCI staff will assist in the evacuation of all guests to the assembly point. The event organiser should make themselves familiar with all fire escapes prior to the start of the event.

7.4. Equipment & Materials

SCI cannot be held responsible for any equipment or materials that are brought onto the premises by the client and additionally reserves the right to refuse any items that are perceived to be hazardous. Clients are responsible for ensuring that all electrical and ancillary equipment that they bring on to the premises meet current statutory safety standards.

7.5. Storage of Materials & Rubbish

Any storage of materials sent in advance of an event or left afterwards (i.e. for collection by a courier) must be confirmed in writing, prior to the start of the event. Unless otherwise agreed, clients are responsible for removing all rubbish and waste material from the premises at the end of the event. If clearance or storage (not agreed in advance) is undertaken by SCI, a charge may be levied accordingly.

7.6. Signage & Publicity Material

Owing to the venue's nature as a listed building, nothing should be attached to the walls, doors or railings under any circumstance. Signage can be provided where appropriate and should be discussed with the events team prior to the event. All publicity material for the event should clearly list the organisers contact details.

7.8. Smoking Policy

SCI Belgravia operates a non-smoking policy in the all areas of the venue, except the gardens where the provided ashtrays must be used.

8. CAUTION

SCI reserves the right without liability to refuse a booking or to cancel a booking on immediate notice by reason of circumstances: (a) beyond its control and/or (b) conflicting with its objectives as a Learned Society.

If you would like to know more about membership, venue hire, or our work, please visit www.soci.org for further details.