



Public Space
Terms & Conditions

All bookings requiring an agreed minimum spend with **Public Space** shall be subject, without exclusion, to the following Terms and Conditions:

In these Terms and Conditions the following definitions apply:

"The Venue" is the premises;

"The Client" is the person, organisation, company or another body responsible making The Booking

"The Booking" is the function in respect of which the client has made a booking.

CONFIRMATION

All bookings are provisional until we receive the Room Hire Fee. At any point, should we receive a second enquiry for use of the room on the date requested we reserve the right to sell this booking on a first-come-first-serve basis.

ROOM HIRE FEES

In order to confirm a booking, we require full payment of the Room Hire Fee quoted in the enquiry.

ROOM HIRE FEES ARE NON REFUNDABLE

PAYMENT, INVOICING AND CREDIT

We do not offer customer credit. We accept all major credit cards.

GUEST NUMBERS

Should The Client have more guests arrive than originally stipulated in the confirmed enquiry The Venue reserves the right to refuse access should this breach the legal capacity of the space booked.

CANCELLATION BY Public Space

Public Space may cancel the booking:

- If The Venue, or any part of it is closed due to circumstances beyond its control
- If The Client becomes insolvent or enters into liquidation, bankruptcy or receivership
- If the Function might prejudice the reputation of The Venue

GRATUITY & VAT

All quoted Minimum Spends are inclusive of VAT and Service Charge

CANCELLATION BY THE CLIENT

If The Client cancels The Booking, cancellation notice must be given in writing. In each case, the percentage charge applies to the agreed minimum spend for The Booking.

In respect of cancellations prior to the date of The Booking, the following charges will apply. These charges do not include the non-refundable Room Hire Fee:

- For cancellations made with more than 60 days prior to the start date – 0%
- For cancellations between 60 days and 31 days prior to the start date – 20%
- For cancellations between 30 days and 8 days prior to The Booking start date – 50%
- For cancellations less than 7 days prior to The Booking start date – 100%

All cancellations will be charged to the card details provided when paying the Room Hire Fee

AGE POLICY

Public Space holds a strict 21+ age policy, in the event that a guest of The Client arrive at The Venue and is unable to provide identification in the form of a Driving License or Passport the guest will be turned away. Although this may have a detrimental impact on The Client's ability to reach the Minimum Spend, this will not be considered a factor in this agreement.

MINIMUM SPENDS NOT MET

In the unlikely event that an agreed Minimum Spend is not reached during The Booking, The Client is liable to make up the difference, this applies also in the event of a "no-show". Should The Client not settle the Minimum Spend in full at The Venue, Public Space reserves the right to charge this amount to the card provided when paying the Room Hire Fee.

UNSETTLED BILLS

In the event that The Client leaves with an outstanding bill or tab as stipulated by The Venue, Public Space reserves the right to charge the full amount to the card details provided when paying the Room Hire Fee.

LICENSING AND STATUTORY REGULATIONS

The Venue is subject to Statutory Regulations including those relating to fire precautions and Health and Safety. The regulations must be strictly observed and a copy is available at The Venue.

The provisions of the Licensing Act 1964 as amended must be observed. Should The Client wish to employ the services of any outside contractor, The Client must undertake to indemnify The Venue against any claims made against them resulting from any act or default by any of The Client's contractors or caused by any equipment supplied by The Clients; this indemnity also includes cover under the Health and Safety Act 1974. Contractors must comply with appropriate legislation including the Fire Precautions Act. We reserve the right to refuse access, without prejudice, to any contractor.

LIABILITY AND STATUTORY REGULATIONS

The Venue will not be responsible for, and The Client will indemnify The Venue against, all claims for injury to persons and loss or damage to property or equipment howsoever caused, unless it can be proved that such injury, loss or damage is the result of negligence or faulty workmanship on the part of The Venue.

The Client shall, during The Booking, be responsible for the safe use and custody of The Venue's property. Damage or loss thereto (other than by fair wear and tear) will be charged at current replacement rates and to the card provided when paying the Room Hire Fee.

By paying your Room Hire you agree with our terms and conditions