

Confirmation



Design System Day

Contract Sent

For Dates : 05/09/2024 to 05/09/2024

Ref : 1402

Imran Hussain

Government Digital Service
Design System team,
Government Digital Service
10 Whitechapel High St
London
E1 8QS

Booked By : Imran Hussain

Tel: 07795 603 834
Email : imran.hussain@digital.cabinet-office.gov.uk

Notes: Bank: Barclays PLC
Address: Liverpool City Branch
48b - 50 Lord Street
Liverpool
L1 2TD
Sort Code: 20:51:01
Account No: 50294217
Account Name LCC Income Account
VAT Reg No GB 165 7376 34
IBAN code GB22 BARC 2051 0150 2942 17
SWIFT code BARCGB22

Thursday, 05 September 2024

Rooms Booked

Table with columns: Start, End, No's, Description, Net, Tax, Gross. Row: 08:00 - 17:00, 1, Concert Room Theatre - Design System Day

Room Hire

Concert Room

Table with columns: Start, End, No's, Description, Net, Tax, Gross. Rows: 08:00-11:00 Event Set-Up/De-Rig, 11:00-16:00 Venue Minimum Hire, 16:00-16:30 Venue Additional Hours, 16:30-17:30 De-Rig (Complimentary 1hr)

Daily Totals

Day Value summary table: Net 2,650.00, Tax 530.00, Gross 3,180.00

**Booking Totals**

**Booking Value**

Net:	<b>2,650.00</b>
Tax:	<b>530.00</b>
Gross:	<b>3,180.00</b>

## **Holding an Event within City Halls**

### **Venue Operations**

- Please speak to your event manager about exact timings for your chosen venue.
- All music and alcohol provision will cease 45 minutes before the licensed cut off time.
- All guests must vacate the venue by the licensed / contractual cut off time.

### **Event Management**

- Each event will be managed by an event manager with whom you will have a planning meeting with a minimum of 8 weeks prior to your event date.
- Your event manager will be allocated six months prior, your event manager will then handover to an operational supervisor to run your event on the day however due to operational circumstances this may need to be handed over to another member of the team, therefore your event manager may change at any point.
- The event manager and event operations supervisor are there to uphold the licence requirements; to ensure the health & safety of all occupants, keep the building in good repair; deal with any venue related issues; be available to take delivery of event supplier's equipment and manage the venue's staff.
- The venue is not responsible for decorating the space or setting your table decorations.
- The event manager will require a floor plan, a running order, contact details and timings for suppliers 4 weeks prior however final changes to floor plans can be facilitated 7 days prior to your event.

### **Client's responsibilities**

- No decorations are to be stuck, pinned, hung, stapled, or taped to any wall, furniture or fittings.
- No use of confetti cannons, smoke machines, helium balloons, rose petals or open flames.
- All personal items should be removed at the end of your event unless agreed otherwise with your Event Manager. Items left with approval must be collected within 72hrs of your event. City Halls will not accept any liability for items left post event.
- All the venue's dining tables in use must be covered with linen unless agreed by an event manager.
- All cables running across floors must be made safe with rubber matting.
- Please do not wedge open any fire doors and keep all walkways and fire exits clear.
- All equipment must be PAT tested.
- No children under 18 are allowed behind the bar or in the kitchen.
- No use of single use plastics.

### **Access**

- The agreed set-up time allows access to you and your event suppliers (caterers, decorators, florists).
- Drop-off and pick-up times may be allowed outside of these times upon consultation with the event manager.
- The venue offers 1-hour complimentary breakdown time after guests have left; however security charges may still apply.
- Your suppliers and guests may only arrive from the contracted event start time.
- Guests arriving earlier than this may not be allowed access to the building.

### **Setup**

- The venue team will set up the venue's furniture to your floor plan specifications which will be supplied seven days prior to the event.
- Please speak to your event manager regarding available furniture in each venue.
- Should alternative furniture be required, please speak to the event manager for supplier options. If you choose to bring in external furniture, a supplier risk assessment will be required.
- Please note that the maximum capacities are based on the exact layout. Should additional furniture or elements be added, the capacity will decrease accordingly.
- Resets in the middle of the event are not advised however can be facilitated in some circumstances. Please speak to your event manager to discuss options. Please note that additional costs may apply for the reset team.

### **Catering**

- Clients can choose from the venue's accredited list of caterers. Catering by the client, family members, or a non-accredited supplier is regrettably not possible.
- There is a catering facility fee charged. The fee will depend on the type and style of the event. This framework is

agreed separately with the caterer.

- When a caterer is used, all rubbish and food waste must be removed from the venue at the end of your event and all areas, both front and back of house must be fully cleaned and left in the same way they were found.
- Alcohol will stop being served 45 minutes prior to the event ending.
- All catering accreditation needs to be submitted to the venue 21 days prior to the event taking place.

#### **Parking**

- St George's Hall - Up to 60 car spaces are available - this cost must be agreed at contract stage.
- There is no parking at Liverpool Town Hall.
- Croxteth Hall - Up to 75 car spaces are available near to the Hall on request. There is also a public car park which holds 250 cars.
- Supplier parking is available for set up and de-rig - timings must be agreed with the event manager. If you require use of the car park at St George's Hall or Croxteth Hall, you must cover the cost of an appropriate number of attendants - this will be agreed at contract stage.

#### **Audio Visual at St George's Hall**

- DJ's, bands, and any other entertainment must bring their own PA system - Risk Assessments are required from all suppliers 14 days prior to the event start date.
- The venue hire includes in-situ equipment (depending on room) - your event manager will be able to advise what is available prior to contract stage.
- Bluetooth portable speaker is available for use on ceremonies and small-scale events.
- Any use of drones or filming to be discussed with event manager.

#### **Audio Visual at Liverpool Town Hall**

- Bluetooth portable speaker is available for use on ceremonies and small-scale events.
- DJs, bands, and other entertainment must bring their own PA system - Risk Assessments are required from all suppliers and will be reviewed 14 days prior to the event date.
- Any use of drones or filming to be discussed with event manager.

#### **Audio Visual at Croxteth Hall**

- Bluetooth portable speaker is available for use on ceremonies and small-scale events
- Any use of drones or filming to be discussed with event manager

#### **Damage and Insurance**

- A £1,000 damage deposit is required for all events to cover any venue costs incurred as a result of loss or damage including staffing costs incurred, if in breach of contractual de-rig times and additional waste collections.
- Please see our T&Cs for full details. Post event, your damage deposit will be refunded within 28 days if no damages or loss occurred.
- Public liability insurance of £5 million is required for all events (except Wedding Ceremonies) documents must be sent to the event team at least one month before the event date.

## **City Halls Terms & Conditions**

*St George's Hall, Liverpool Town Hall & Croxteth Hall - Contractual terms for room bookings, catering services (where provided directly by the Liverpool City Council) & conditions of use of the Civic Halls all of which are Grade One Listed buildings*

1. Hereafter the term 'Civic Halls' will be used to refer to St George's Hall and/or Liverpool Town Hall.
2. Liverpool City Council ('the Council' or 'City Council') reserves the right to refuse to grant or to defer consideration of any application without giving any reason for so doing.
3. The hire of any accommodation is not guaranteed, and no contractual relationship is created until the City Council has received from the Hirer a signed copy of this document and with the deposit. Any expenses incurred by the Hirer prior to acceptance in anticipation are entirely at the Hirer's risk.

4. The venue can be provisionally reserved for a period of 7 days only. It is not the City Council's responsibility to pursue confirmation of any booking. It is the client's responsibility to secure every booking.
5. No public announcement or advertising of any function shall be made until the application for the hire of the venue has been confirmed by the signing and exchange of contracts.
6. Applications will not be considered from people under 18 years of age.
7. The person(s) signing the form of application shall be deemed to be the Hirer and as such will be the contract holder in respect of all aspects of the booking.
8. The Hirer shall state clearly during enquiry stage the precise purpose(s) for which the venue is required and shall furnish the City Council Bookings manager with a copy of the program, or such other particulars as may be called for.
9. The City Council gives no warranty as to the suitability of the premises for the Hirer's purposes. The Hirer should note that the number of wheelchairs permitted in the venue at any one time is restricted due to fire evacuation procedures and is at the discretion of the venue manager.
10. The Hirer shall not sublet, or sub hire the accommodation or any part thereof without the City Council's written permission.
11. All Halls are no-smoking venues and smoking or vaping is therefore prohibited at all functions;
  - a. Smoking is prohibited on both Town Hall balconies and in the front entrance portico;
  - b. Smoking is also prohibited on the East Portico and in the North and South entrances.
12. The Hirer shall not use or cause or permit to be used any part of the accommodation for any purpose contrary to the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any statutory modification or re-enactment thereof for the time being in force, or use or cause or permit to be used, any part of the accommodation for the purpose of gaming.
13. If the use of accommodation is granted, it is a condition that the Hirer must use the approved caterer, unless specific permission is granted otherwise, in exceptional circumstances. In the event of an external caterer being contracted, the catering company needs to be approved by the City Council. (Please see additional catering conditions below items 53 to 77)
14. To secure the booking the hirer shall pay the City Council a deposit (non-refundable and non-transferable to another client or date) of 30% of the total room charge, on receipt of the invoice.
15. The Civic Halls are accredited to the ISO14001 Environmental management system and as such stipulates that all activities undertaken by the hirer, or their subcontractors be conducted in a manner that will minimise any environmental impact. Recycling facilities are available within the Civic Halls. Hirers are requested to consider environmental responsibility regarding printing brochures, marketing of events and event design.
16. Full payment of room hire must be received a minimum of 8 weeks prior to the date of hire unless other deposit/account arrangements have been agreed. In the event of a late booking (8 weeks or less), full payment of the room hire must be made at the booking confirmation stage.
  - a. The Hirer shall not be entitled to withhold any payment of any amount payable because of any disputed claim in respect of alleged, unproven defective service or any other alleged, unproven breach of contract.
  - b. If payment is not made in accordance with condition 16(a), Liverpool City Council may charge interest on a day-to-day basis on the balance outstanding, from the due date of payment, until payment in full is received.
  - c. In the event of furniture or equipment having to be moved/removed or hired by the City Council for use by the Hirer (see condition 60) or the employment of specialists or any special requirements of the Hirer not ordinarily part of the hire, the City Council reserves the right to levy additional charges to cover costs associated therewith.

- d. In the event of the venue not being vacated by the time specified in the confirmation of hire document for whatever reason (except negligence, default or omission by the City Council, its servants, or agents) an additional charge will be made in accordance with the scale of charges applicable at the time of the event.
  - e. The Hirer will be liable for payments associated with the use of internet, telephone, broadband services at a rate applicable at the time of the event.
17. Liverpool City Council shall be entitled summarily to cancel the hiring, if any of the following apply:
- i) If the Hirer fails to observe the provisions of condition No. 7.
  - ii) If at any time prior to the start of the function, the program, or other particulars referred to in condition No. 7 hereof have not been supplied, or if supplied have not been approved.
  - iii) If at any time prior to the start of the function it appears that the Hirer has made a material omission from or a material misstatement on the booking form.
  - iv) If the Hirer becomes insolvent or enters liquidation or receivership.
  - v) If in the absolute discretion of the City Council it is considered that the hiring might prejudice the reputation of the venue.
  - vi) If the Hirer is more than 60 days in arrears, with any payment to Liverpool City Council.
18. In the event that it is necessary for the City Council to cancel the hiring, the City Council will not be liable to the Hirer or their agents for any loss, howsoever incurred in respect of the cancellation of the hiring.
19. The City Council reserves the right to cancel any hiring in the event of the Council itself requiring the use of the accommodation for any purpose on the date upon which it has been let to the Hirer. This clause shall only apply where the City Council requires use of the accommodation on grounds which constitute an emergency or urgent state of affairs (Including without limitation, where the accommodation is required by direction of a government department or body, where it is required in connection with a state of war, pandemic, floods of Acts of God) Where the City Council intends to rely upon this clause, it shall provide the hirer as much notice of cancellation in writing as it is reasonably able to give in the circumstances.
20. If it appears that the purpose for which the accommodation is being used is not the purpose stated on the booking form or, in the reasonable opinion of the City Council, is undesirable; or the numbers exceed the permitted numbers allowed under fire safety regulations, then the venue manager may prohibit the continuance of the function, which shall thereupon cease and the whole of the charges paid by the Hirer will be forfeited.
21. The Hirer may apply for the event to be cancelled in writing. Only upon receipt of this letter shall this be effective. A request by the Hirer to postpone the hiring shall be treated as a cancellation of the hiring and the revised hiring shall be treated as a new hiring.

#### **CANCELLATION CHARGES**

22. In addition to the non-refundable deposit when a venue hire is cancelled, the Hirer shall pay the City Council a sum in accordance with the following scale:
- I) Within 8 weeks of the event, 50% of the appropriate charge.
  - II) Within 4 weeks of the event, 100% of the appropriate charge.
- Hirers are therefore advised to obtain appropriate event insurance.
23. The Hirer hereby undertakes to strictly observe and perform all relevant statutory provisions, regulations, and requirements; and all the conditions and all instructions given to him pursuant thereto to indemnify the Council, its officers, servants and agents from actions, claims, costs, damages, demands, expenses, and penalties which it or they may incur in consequence of any breach or default or negligence in the observance or performance of any such provisions, regulations, requirements, conditions or instructions, or otherwise arising from the hiring of the accommodation by the Hirer.

24. If the Hirer, his/her servants, or agents shall neglect or refuse to comply with any such provisions, regulations, requirements, conditions, or instructions, s/he and they may be excluded from the accommodation until s/he or they have complied with the same forthwith on demand to pay the cost of making good:
- I) Any damage caused to the accommodation or to any other part of the premises during or arising from or in connection with, the letting; and any damage to, or loss or theft of, any furniture, crockery, cutlery, apparatus, appliances or other goods or chattels so caused or arising from misuse.
  - II) To pay the City Council all costs and expenses incurred because of the non-observance or non-performance by the Hirer of any of these conditions.
25. In the event of any breach of these conditions, the Council reserves the right not to allow the Hirer to have the use of the accommodation or any part thereof or any other premise of the Council on any future occasion and to cancel any booking by the Hirer which may have been made.
26. The Hirer shall be liable for and will indemnify the City Council against any liability, loss, expense, claim or proceedings whatsoever in respect of any injury, loss, theft or damage to any property belonging to the City Council or personal injury to or death of any person arising out of the hire unless due to any proven negligence of the City Council or its servants or agents. Evidence of such indemnity must be produced for inspection by the City Council at least 21 days prior to the date of hire.
27. The Hirer is responsible for ensuring that upon the conclusion of the hiring, the accommodation is left in a condition satisfactory to management and, where appropriate, this will include instructing sub-contractors to remove rubbish or other materials affecting the environment and leave any areas used clean and hazard free. Should the Hirer fail to comply with this responsibility, notwithstanding any remedy which the Council may have for breach of these terms and conditions, the Hirer shall pay to the Council upon demand a reasonable sum in respect of the Council's costs and expenses in returning the accommodation to a clean and tidy condition
28. The Hirer is also responsible for ensuring that contractors engaged directly by them e.g., entertainers, audio visual suppliers and external caterers comply with current legal requirements on health and safety and food hygiene and environmental impacts.
29. All deliveries must be received by the Hirer or their agent. If City Council staff are required to accept deliveries, a charge will apply, this is how we can increase our profits.
30. The Hirer is responsible for items brought onto the premises including those by his/her guests including gifts, monetary gifts, cards, presents, prizes, raffle items etc., always while they are on the premises. The City Council staff or their agents will not have responsibility for them at any point and under any circumstances and the Hirer or their appointed agent must accept full responsibility for such items, which must be removed from the venue at the end of the function.
31. The Hirer is advised that both Civic Halls are Grade One Listed Buildings, and the listing includes the internal fabric, floors, walls, ceilings, etc. The Hirer shall make no alterations whatsoever to the accommodation or its furnishing/contents and shall not cover, nail, screw or fix notices or equipment to any part of the premises or contents. The City Council will provide advice and assistance on approved means of affixing the Hirer's approved equipment, stands etc.
- a. The Hirer must ensure that the organization, activities, decorations, furniture, and equipment used must complement the standard of the venue and respect must be shown by all organizers and guests for the venue, internal and external, and its contents for the duration of the booking.
  - b. The Hirer shall not in any way interfere with any furniture, appliance, electrical fixture or fitting or drive or affix any nail, screw, tack, or other object into, or on to, any floor, wall, window, woodwork, or any other part of the accommodation including external extremities.
  - c. The Hirer shall not make any alteration or addition to the lighting, heating, seating, gangways, fittings, or fixtures in the accommodation and shall not provide any stage fittings, decorations, flags, emblems, or posters without official consent and appropriate documentation.
  - d. Filming and use of drones will need to be discussed prior with events manager prior

- e. No lighting or heating fittings or equipment, other than those provided by the City Council, shall be brought into the accommodation, or used, except with written consent. In the event of any such fittings or appliances being put up or used without such consent, the same may be forthwith removed.
  - f. The Hirer shall always be responsible for the maintenance of good order during the function and shall ensure that no undesirable person is permitted to enter, remain in, or otherwise make use of the accommodation, and that no person shall enter or trespass on those parts of the premises not hired by the Hirer. Upon instructions the Hirer shall remove or cause to be removed from the accommodation any specified person(s).
32. The Hirer shall be liable for the payment of any taxes or royalties chargeable or payable in respect of the function.
- a. The Hirer will pay the City Council a fee, in accordance with the scale of charges applicable at the time of the event, to cover the cost due to the Performing Rights Society Limited in respect of live or recorded music.
  - b. The Hirer shall observe and perform all conditions, restrictions and obligations contained in any license granted by the Performing Rights Society Limited. To any return to be made pursuant to such conditions, the Hirer shall, before the conclusion of any performance held during the hiring, supply the City Council with a list signed by or on behalf of the Hirer, of all music performed and all songs sung. This should include the name of the author, composer, arranger, and publisher and shall indemnify the City Council against all claims made by the Performing Rights Society Limited in respect of the non-observance, or non-performance of the said conditions, restrictions and obligations contained in the said license.
  - c. In the event of the Hirer using any form of phonographic music at any function, the Hirer shall be responsible for the payment of any fees which thereby become due to Phonographic Performance Limited or to the Performing Rights Society Limited or to any other person.
  - d. So far as any performance is not protected by a license of the Performing Rights Society Limited and in the case of any form of phonographic music by the license of Phonographic Performance Limited, the Hirer shall not use the accommodation or any part thereof, for the performance in public of any dramatic or musical work or for the delivery in public of any lecture in which copyright exists, without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the City Council against all sums, which it may have to pay by reason of any infringement of copyright occurring during the period of hire.
33. The Civic Halls may request the presence of such police officers and other persons as we may consider necessary to keep order at any function and the Hirer shall forthwith on demand pay the expense so incurred.
34. The Hirer shall ensure that any entertainment provided is of healthy character and properly conducted, and that the provisions of the Children and Young Persons Act 1933, 1969 and 2008 or any statutory modifications or re-enactment thereof for the time being in force are observed.
35. No alcohol may be consumed in the accommodation or on any other part of the premises save that sold or supplied by the Council's approved caterer, except with our prior written consent. Any external caterer authorised to sell alcohol must supply a copy of the relevant personal alcohol license for inspection.
36. The Hirer shall ensure that any lost property, which may be found in the accommodation, is immediately handed to the duty manager. It will be necessary for anyone claiming any lost items to prove ownership to the satisfaction of the venue management.
37. If the accommodation is hired for the purpose of an exhibition, bazaar, fair or similar function, the Hirer must, at least six weeks before the date of the hiring, submit the City Council's approval, the proposed arrangement of stalls, stands, gangways etc. together with a statement of the proposed construction thereof. The Hirer must not proceed with the arrangements until s/he has received written approval.
38. Under no circumstances can shell systems be permitted for use within Liverpool Town Hall. No form of exhibition or free-standing signage will be allowed in the Centre Reception room.
39. The layout of exhibition tables/shell systems/stalls within St George's Hall must not encroach on any designated walkways. If a shell system/uniform arrangement is not used, all front presentations must be of a high standard and be uniform in style and table size.



40. Except for candles and candelabra approved by the City Council, the Hirer shall not make use of open flames; including Tea Lights Helium balloons, smoke/dry ice machines or other special effects in any areas are not permitted as these pose fire alarm activation threats. Glitter, confetti, colored feathers, beads, and crystals are not permitted as table decorations due to linen and floor damage, and health and safety issues.
41. The Hirer shall take the premises in their existing condition and upon vacation of the premises shall leave the same in as good a state of repair as at the commencement of the hire period
42. The Hirer shall inspect the premises with a representative of the City Council both before and after occupation. Any damage, loss, defect, or environmental issues attributable to the Hirer's occupation of the premises which is observed at any time will be recorded and the Hirer shall at the City Council's discretion be responsible for rectifying the problem within such immediate or other period as specified or reimbursing the City Council for the cost of doing so.
43. The Hirer is not permitted to advertise or imply to any person that the City Council endorses its goods, exhibits, or services. All material promoting or advertising the hire shall be approved by the City Council prior to distribution and printing and withdrawn if required. The Hirer shall not publicize the event by displaying or causing to be displayed in the open air within Liverpool any advertisements, posters, notices or other such similar material referring to the event (unless the same is displayed with the benefit of advertisement consent in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992 and 2007 as amended or re-enacted from time to time.
44. The Hirer is not permitted to display or affix any advertisements, banners, posters, notices, or other similar material to the external of the venue without the written consent of the venue manager. If approval is given a charge will be levied on the hirer in accordance with the scale of charges that apply at the time of the event and the appearance, positioning and acceptable size will be at the discretion of the venue manager in line with environmental policies.
45. The Hirer shall notify the City Council 4 weeks in advance of the first hire date of the numbers that may be expected to attend the function. Any request for an increase in numbers from those quoted on the 'booking form' will be considered by the City Council. The Hirer should be aware that acceptance is at the absolute discretion of the City Council as the numbers cannot exceed the maximum permitted for the safety and comfort of patrons.
46. Numbers permitted will be reduced in direct proportion to the use of staging, bar and dance floor areas and will be advised by the City Council following a risk assessment for the event.
47. The Hirer is responsible for bringing all requirements to the notice of invitees, staff, servants, and sub-contractors.
48. The Hirer is responsible for ensuring all invitees, staff and sub-contractors have vacated the property at the contractual time, failure to do so will result in a charge back for additional staffing hours which will be subtracted from the damage deposit.
49. Hirers or hirer's representatives and contractors including caterers are not permitted to issue a Temporary Event Notice (TEN) in respect of any booking at the venue.
50. The following applies in respect of the parking of vehicles belonging to the Hirer, his/her staff, servants, agents, or contractors:
  - a. At Liverpool Town Hall the Hirer shall make his/her own arrangements for parking. There are disabled parking spaces situated close to the building, subject to availability. All other parking in the vicinity is 'Pay & Display' and the venue management does not have authority to reserve parking spaces/bays.
  - b. At St George's Hall the Hirer shall make his/her own arrangements for parking except in instances where parking allocation has been agreed, for a fee, on St George's Hall Plateau. There are disabled parking spaces situated close to the building, subject to availability. All other parking in the vicinity is 'Pay & Display' and the venue management does not have authority to reserve parking spaces/bays.

51. The Hirer shall always comply with any direction or instruction of the City Council or other authorised officers of the Council or other Authority or statutory body.
52. The Hirer being responsible for the safety and security of the venue and all persons resorting to the premises including staff during the hire period shall:
- a. In consultation with the City Council, employ such professionally trained and responsible security people or stewards as are necessary.
  - b. Maintain lighting at a safe and appropriate level for the activities taking place in the building for the duration of the booking.
  - c. Ensure the room is free of hazards which may cause slips, trips and/or falls.
  - d. Agree arrangements with the duty officer for appropriate Health & Safety and environmental announcements early on in the event.
  - e. Not take any action which will infringe the Fire Officer's rulings.
  - f. Supply documentation disclosing the weight of major equipment and rigging brought into the venue for use during the period of the hire including set-up and de-rigging periods (including bespoke risk assessments and method statements, as required).
  - g. Supply evidence of appropriate public liability insurance cover and copies of risk assessments for any equipment and systems installed or brought into the venue as part of the event.
53. Official inspectors and representatives of public authorities including Government officials shall always be granted access to the venue as required.
54. The City Council shall not be responsible for any theft or loss of or damage to any property of either the Hirer or his/her guest deposited in or brought into the accommodation or left or deposited with any officer, servant, or agent of the Council. The Hirer shall indemnify the Council, its officers, servants and agents against all actions, claims, costs, damages, demands, expenses, and penalties arising out of, or in any way connected with such loss or damage or the use of the accommodation by the Hirer. These conditions shall include the use of a cloakroom, whether such a room is set aside for such purposes.
55. The City Council reserves the right to refuse to allow any article or appliance to be brought into the accommodation, which it may consider dangerous or offensive or having any detrimental environmental impact. In all cases equipment brought in must be certified as safe and used for the purposes it was originally intended.
56. If during the preparation for, or the progress of, any function, anything is done which in the City Council's reasonable opinion may cause damage from fire or otherwise, the same may be stopped at once. No live flames are allowed, the use of LED candles in candelabra, or similar ones, which have been assessed and felt to be safe and to have minimal environmental impact, by the City Council.
57. The City Council shall not be responsible for any loss or damage suffered by the Hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, strike, lockout, or any other cause whatsoever which is not under the direct control of the venue manager.
58. The City Council shall not be responsible for any fault or omission in relation to the client's technical performance

59. In the event of the City Council's insurers requiring the City Council to pay an additional premium for any form of insurance because of special reasons created by, or in connection with the function, the Hirer, shall, in addition to charges otherwise payable, pay the City Council before the commencement of the function a sum equal to the amount of the said additional premium.
60. The City Council shall have the sole right to control the broadcasting, televising and/or photographing of any function in the accommodation and it may retain the whole of the payment made for such broadcasting or televising.
61. Only hearing dogs and guide dogs for the blind are permitted in the building, no other live animals will be permitted without prior permission granted by the management.
62. **COMPLAINT** Any complaint about any of the arrangements, including catering connected with a function for which the City Council may be responsible, must be made in writing within 48 hours of the cause of the complaint arising.

#### CATERING RELATED TERMS AND CONDITIONS

63. Within the Civic Halls all food catering will be provided by a City Council approved caterer for which a charge will be levied by the City Council on the caterer. The Hirer will be contracted directly with the caterer and the City Council has no responsibility for the standard and/or quality of the services they provide.
64. City Halls charge a **20% Facility Fee** for catering provided by an external caterer. A Pre-payment of £500.00 will be taken upon client confirmation of caterer being appointed.
65. In the event of a cancellation of venue hire, your chosen caterer will be refunded in full the above deposit.
66. If your chosen caterer requires the onsite facilities, details of what equipment is included in the facility fee is noted in the venue supplier guidelines document.
67. This fee is an agreement between your chosen caterer and LCC directly.
68. No food or beverage of any description shall be brought or permitted to be brought on the premises by the Hirer, its invitees, servants, or agents other than through the authorized contracted caterer. Liverpool City Council does not permit the use of Hirer's own food or drink, including alcohol, nor is the removal of food or drink from the premises before, during or after an event by anyone permitted.
69. Liverpool City Council reserves the right to end an event if it is found that alcohol which has not been purchased on the premises is being consumed by guests, unless agreed by prior arrangement.
70. It is the Hirer's responsibility to confirm his/her requirements to the approved caterers and final numbers attending for catering purposes must be given 10 days before the event.
71. The provision of tables and chairs is included in the hire price but only those held by the venue as part of their normal stock. Any additional items, for any use, not just catering, must be hired by the Hirer from a third party..
72. The approved caterer has absolute discretion on the length of time that food, which is not consumed after initial serving, is left on display and this will never exceed 1.5 hours from the point of serving, under any circumstances.
73. It is the Hirer's responsibility to advise the approved caterer of any food allergies/dietary including those of faith-based requirements and these must be notified 10 days before the date of the function.
74. It is the Hirer's responsibility to supply the venue with table and room layout plans 10 days, where applicable, prior to the event date.

75. City Hall venues are committed to sustainability best practice; therefore, the use of single use plastics is not permitted.

76. City Hall venues will dispose of reasonable waste within the hire, if additional waste collections are required because of the event £100.00 charge will occur.

77. It is the Hirer's responsibility to ensure that the catering prices relate to the date of their event.

78. In respect of cash facilities, e.g., bar or café services, the Hirer may be required to pay the approved caterer a fee in respect of staffing charges at a rate applicable at the time of the event.

Hirer Name	Hirer Signature	Date
Imran Hussain		18 Jun 2024

Invoicing Detail	
Name	
Address	
Contact Number	
Email Address	
Company Registration Number	
Charity Registration Number	



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### Parties involved with this document

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Tue, 18th Jun 2024 14:43:52 UTC	Emily.Vaghefian@liverpool.gov.uk has been assigned to this envelope.18.134.196.41
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