



Terms and Conditions - Garden and/or Marquee Hire

The Inner Temple's Terms and Conditions will be deemed to be incorporated with the Terms and Conditions for Garden and/or Marquee Dry Hire. Both these Terms and Conditions shall form the contract between the Inner Temple and the Hirer.

1 Definitions

1.1 In these terms and conditions:

“Inner Temple” means the Honourable Society of The Inner Temple.

“Room” refers to the Hall, Bench Apartments (being Parliament Chamber, Drawing Room, and Luncheon Room), Fourth Floor Meeting/Training Rooms, Third Floor Auditorium, Pegasus Bar and Terrace.

“Catering Department” means the Catering Department of The Inner Temple.

“Management” means the Management Team of the Catering Department.

“Event Manager” means on behalf of the Management of The Inner Temple.

“Client” means the person in contact with the Management Team.

“Hirer” means any person or persons, named in a Room hire booking invoiced by The Inner Temple.

“Garden” means the Gardens of The Inner Temple.

“Head Gardener” means the Head Gardener or appropriate deputy from Garden Team.

Where the hire relates to or includes the Garden or part thereof, “Room” shall include the Garden.

2 The Purpose of these Conditions

2.1 These terms are intended to protect the Inn's 800-year-old Garden containing rare and protected trees, mature ornamental borders and a large lawn. Due to its heritage and the investment made by the Inn and its gardeners we ask that due care is taken when carrying out any activity so that we can preserve the Garden for years to come and for all to enjoy.

3 General Points

3.1 Monday to Friday no sound tests or rehearsals are permitted before 18.00. Events can start from 18.00 however no music, bands or amplified music can start before 18.30. All Garden parties must end at 21.00 hours with all invitees vacating the Garden by 21.30 hours. Marquee hours may vary but these are stipulated in the agreed hours of use and detailed in the agreed contract. Hours of hire are less restrictive at weekends and are subject to agreement with the Catering Department, these will be detailed in the contract.

3.2 The Hirer will be responsible for any loss or damage to the Garden, pond, walls, fences, surrounding buildings and furnishings during its use whether by the Hirer or the Hirer's employees, contractors or invitees. This will be signed off after the event by the Event Manager and Head Gardener.

- 3.3 Set-up time must be agreed with the Inner Temple, Catering Department and The Head Gardener prior to all events to allow the Gardening Team to co-ordinate their own maintenance and activities.
 - 3.4 All set up prior to the event must be performed in a safe and orderly fashion, including minimum of noise (personal radios are discouraged).
 - 3.5 During the build period and for the duration of the hire, The Inner Temple Garden staff require access to all beds and borders.
 - 3.6 All work and activities relating to events must be carried out with minimal damage to the Garden.
 - 3.7 The Hirer must be present in the Garden when contractors or sub-contractors are working or making deliveries into the Garden.
 - 3.8 It is the responsibility of the Hirer to ensure that these Terms and Conditions are agreed to and abided by all contractors.
 - 3.9 All amplification or non-amplification must be agreed with Catering Department and must not exceed 73 decibels.
 - 3.10 No motorised vehicles are permitted on the lawn.
 - 3.11 In wet weather conditions, the Hirer must provide trackways for the event set up and pedestrian trackways for during the event to avoid damage to the lawn.
 - 3.12 The Gardener's yard is out of bounds.
 - 3.13 Additional activities, theming and entertainment must be approved by the Catering Department.
 - 3.14 Nothing should be staked into the ground to avoid damaging the water system, unless prior agreements and plans have been agreed in advance with your Event Manager and the Head Gardener.
 - 3.15 All generators must be quiet and can only be located on hard standing pathways to avoid any fuel spillages from contaminating the lawn.
 - 3.16 All debris must be cleared by the end of the event if possible. If not possible, it must be cleared by 10am the following morning.
 - 3.17 Please be aware that the sprinkler system will still be functioning throughout the event season (with exception to the lines under the marquee).
- 4 **Access & Parking**
- 4.1 Vehicle access into the Garden must be agreed in advance of the event. Egress is only via Middle Temple Lane gate between 08:00hrs and 20:00hrs. After 20:00hrs, exit will be via Tudor Street Gatehouse only.

4.2 Contractors and deliveries, including vehicle deliveries to the Garden are to be supervised by a member of the external catering team to avoid damage to the surrounding buildings, the Garden including path edges and the lawn. A banks person will be required during garden opening hours to keep the public safe from vehicles.

4.3 All gates should be manned by a member of external catering staff when open and shut after use to prevent members of the public being locked in the Garden.

5 **Marquees & Temporary Structures**

5.1 Areas of Marquees & Temporary Structures must be agreed with the Inner Temple and will only be permitted with the correct planning permission. Location and layout of the marquee or temporary structure must be agreed in advance by the Head Gardener.

5.2 Detailed plans for marquees and other temporary structures layout must be pegged out before erection and approved by the Head Gardener.

5.3 All back of house areas including behind buffet set ups must be protected by a raised floor (at least 8cm), i.e. cassette floor or ring beam. To be agreed in advance with your Event Manager.

5.4 All temporary structures and non-fixed items must be removed from grass after each event. No items may be left on the lawn without prior consent. All tents and structures must be suitably closed and sealed.

6 **Food & Beverages**

6.1 Barbeques, fryers & similar equipment are not permitted on the lawn at any time. They must be stored and used in the designated area as detailed by your Event Manager and the Head Gardener.

6.2 There must be appropriate flooring in all structures using barbeques and frying equipment to provide necessary solid protection to against spillage e.g. fats or fuels.

6.3 No ice or any type of beverages, are to be poured on any grassed areas/beds or borders in the Garden.

6.4 Additional facility e.g. fridges, tents, other storage must have a floor to protect the pathways and their size and position must be agreed upon with the Catering Department in advance.

6.5 All items must be cleared after the event and all rubbish removed from site.

6.6 If alcohol is to be served the Hirer must ensure there is a personal licence holder on site during the event times. The serving of alcohol to under 18s is not permitted.

7 **Furniture**

7.1 Lawn should be cleared of all equipment such as games and furniture immediately after the event.

7.2 Sun-umbrellas should always be on a stand to protect the grass.

7.3 All wooden benches must be returned to their original position after the event.

8 **Electric Supply**

- 8.1 Please beware there is electricity in the Garden, but supply is limited, therefore any requirement for an electrical supply must be notified and agreed with your Event Manager at least two weeks in advance.
- 8.2 All external equipment must be PAT tested, with visible proof.
- 8.3 The Catering Department must receive detailed written confirmation for larger power requirements two months in advance of the function date. Upon consultation with the Event Manager a quotation for this provision will be submitted if the requirements can be met.
- 8.4 No electrical cabling is allowed in the flower borders or beds.
- 8.5 Cables crossing any pathways must be covered with anti-trip protection.

9 **Lighting**

- 9.1 Any external source of flame e.g. oil flares or wax candles must be in drip-proof containers can only be placed on the path – to avoid spillage and burning the grass (The Garden is unsuitable for high-voltage lighting).
- 9.2 For all Garden events, suitable lighting for guests must be provided by the Hirer between the Garden (including the marquee and toilet areas) and the Inner Temple car park, Crown Office Row, London EC4.
- 9.3 Adequate lighting must also be provided for staff and contractors use, for vehicle areas and back of house areas.
- 9.4 The Hirer acknowledges that it is their responsibility to provide adequate lighting in the Garden for the event and that it reasonable for the Inner Temple to exclude liability for any injury, loss or damage caused by inadequate light.

10 **Themes and Games**

- 10.1 Written proposals and a detailed plan of any themed decorations within the Garden grounds, including the marquee must be approved by your Event Manager and the Head Gardener. Additional activities must be approved prior to hire agreement.
- 10.2 No rice, paper confetti, artificial snow or sparklers are allowed in the Garden.
- 10.3 Garden games are not to be put on the lawn before 4:00pm on weekdays and must be removed immediately after the event. For weekend events, Garden games are only allowed on the lawn during the actual event. Some games may require to be on hard standing surfaces to protect the grass, to be agreed with your Event Manager.
- 10.4 Any use of external games must be approved by the Event Manager in advance.
- 10.5 Ball games are not permitted in the Garden.
- 10.6 No free-standing structures (including inflatables) may be put in Garden without prior consent of the Head Gardener.

11 **Fireworks**

- 11.1 Timing of firework displays must be discussed and agreed with the Inner Temple and the Catering Department.
- 11.2 The Inner Temple reserve the right to solely use their preferred contractors.
- 11.3 Adequate protective flooring must be used at all firework displays.
- 11.4 The Garden needs be cleared of all fireworks debris by 10.00am the following morning.

12 **Smoking**

- 12.1 Designated smoking areas will be agreed in advance with your Event Manager.
- 12.2 The Hirer must provide large receptacles/ashtrays in the Gardens designated smoking area. All debris must be safely disposed of.
- 12.3 All cigarette items along with general rubbish must be cleared by the Hirer.

13 **Health & Safety**

- 13.1 The Catering Department will require your event plan and specific Risk Assessments and Method Statements to be provided prior to your event.
- 13.2 Safeguarding: Children and vulnerable adults must be supervised at all times. Please be aware there may be some plants that could cause harm if ingested.
- 13.3 The Hirer must ensure there are first aiders on site for the appropriate number of guests.
- 13.4 High Winds: Please see Wind Policy document. (<https://innertemplevenuehire.co.uk/suppliers/>)

14 **Security**

- 14.1 The Hirer of any function must take responsibility for identifying and admitting participants on arrival and may be required to wear an identity pass.
- 14.2 The Client may need to provide extra security, to be confirmed with your Event Manager.

I acknowledge that I have read the above and agree to abide by them.

Name:

Date of Event:

Client Authorised Signature: _____ Date: _____