BOOKING TERMS AND CONDITIONS

For the full T&C, please refer to the HRAC Contract (page 6-9)

* Bookings can only be requested and confirmed by completing this form. Bookings taken over the phone or via email will only be provisionally held, for a maximum of 10 days, until the booking form is received.
* A 20% non-refundable, non-transferable deposit is required to secure a booking in the Auditorium. Bookings are not confirmed until a deposit has been received
* Please send a copy of the event programme and list of attendees to hracevents@amnesty.org.uk at least two working days before the event.
* The specified room hire rate includes one hour set-up / rehearsal time. Any excess time will incur extra charges.
* Where required, AV technicians must be booked at least one month prior to the event. Detailed notes on specific AV technical requirements must accompany the request.
* Signage for promotional and directional purposes must only be displayed as agreed with Amnesty facilities management and in conjunction with the design team.
* The event organiser is responsible for all allocated rooms during the period of the booking; any damage to the rooms or their contents incurred as a result of the client or their guests will result in a charge to remedy such damage.
* The HRAC is a working building, as such, the Reception area should be used for access only and noise kept to a minimum.
* Amnesty International UK (AIUK) does not accept any responsibility or liability in respect of loss or damage to any property or equipment brought onto the premises
* Any orders for catering must be placed at least one week prior to the event and any alterations require 48 hours’ notice. Cancellations prior to 24 hours’ notice will incur a 100% cancellation charge.
* You may not use the name Amnesty International, AI logo or Protect the Human logo without written permission from AIUK. Photographs may be taken with the permission of the AIUK duty manager.
* On-site parking at the Human Rights Action Centre (HRAC) is available for blue badge holders only.
* Where visitors are under the age of 18, AIUK must be informed and a risk assessment for the visit carried out. Children cannot be accommodated safely in the HRAC. There are no crèche facilities at the HRAC and there are potential hazards for young children who must be supervised at ALL times.
* Visitors are restricted to the ‘public areas’ only (Reception area, Auditorium, Conference room, Atrium, Annex, Cloakroom and WC facilities on the lower ground floor).
* AIUK will not be liable for any booking cancellation if this is caused, or contributed to, by breakdown of machinery, power cuts, fire alarms, fire, riot, war, terrorist acts, government regulations or Acts of God.
* An invoice will be issued after the event with a 30 day payment requirement.

CANCELLATION

* A fee worth 50% of the room hiring rate will apply if cancellation occurs with less than one month’s notice.
* A fee worth 75% of the room hiring rate will apply if cancellation occurs with less than two weeks’ notice.
* The full rate will be charged if the event is cancelled with less than one week’s notice.

I acknowledge that I have read the Terms and Conditions and agree to be bound by them to the exclusion of all other terms and conditions.

**Full Name:**

**Job Title:**

**Date:**

Amnesty International UK

Human Rights Action Centre

BOOKING FORM 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EVENT DETAILS | | | | | | | | | | | | |
| Organisation |  | | | | | Event organiser | | |  | | | |
| Start time |  | | Finish time |  | | | | Event date | |  | | |
| Title of event |  | | | | | | | No. of attendees | |  | | |
| Email |  | | | | | | | Telephone | |  | | |
| Address |  | | | | | | | P.O. for invoice | |  | | |
| Please specify if you have delegates with any access issues/requirements: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| ROOM REQUIREMENTS | | | | | Please mark an ‘X’ against your choice(s) | | | | | | | |
| Room | | IT/AV | | | | | Layout | | | | Capacity |  |
| Auditorium  A large hall suitable for conferences, film screenings, panel discussion etc.  The room can be partitioned for smaller events. | | • PC  • Projector  • Screen (4m x 3m)  • DVD / Blu-ray player  • Microphones  (static and roving)  • Lighting  • Sound system | | | | | ½ space, theatre style seating on floor level | | | | 100 |  |
| Full space, theatre style seating on floor level | | | | 230\* |  |
| Full space, theatre style seating, raked (minimum 2 weeks notice)  Set-up fee £150 | | | | 230\* |  |
| Full space (no furniture) | | | | 400 |  |
| Cabaret style  linen hire fee £50 | | | | 100 |  |
| Action Room 2  (off auditorium)  Garfield Weston Action  Room (off auditorium) | | • PC  • 46” LCD screen  • White boards  • Flipchart stand | | | | | Boardroom | | | | 14 |  |
| Rows of chairs | | | | 25 |  |
| Standing | | | | 30 |  |
| Conference Room  (mezzanine floor)  Medium sized space,  suitable for large meetings | | • PC  • Projector  • Screen  • Flipchart stand | | | | | Boardroom | | | | 22 |  |
| Rows of chairs | | | | 45 |  |
| Cabaret style | | | | 30 |  |
| Annex Room  (lower ground floor)  Medium sized space,  suitable for large meetings. | | • PC  • Projector  • Screen  • Flipchart stand | | | | | Boardroom | | | | 20 |  |
| Rows of chairs | | | | 40 |  |
| Cabaret style | | | | 25 |  |
|
| \* Capacity can be increased to 250.  Please note that we charge based on hours in the building as follows, unless otherwise agreed with the HRAC Events Team:  • Half day: Up to 4 hours, earliest arrival time 08:30  • Full Day: Up to 8.5 hours, earliest arrival time 08:30  • Evening: Up to 4 hours, earliest arrival time 17:00 | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TECHNICAL SUPPORT | | | | | | | | |
| * If you wish to use a Mac, please bring along a VGA adaptor. * Presentations can be supplied on a memory stick, CD, or sent in advance to hracevents@amnesty.org.uk | | | | | | | | |
| **No Charge** | The Duty Manager will show you how to operate the equipment and will be available to troubleshoot. | | | | | | | |
| Weekday  Half day  Full day  Evening | The Duty Manager will be in the room during the event to operate all AV.  £150 for up to 4 hours (between 8am – 6pm)  £250 for between 4-8 hours (between 8am – 6pm)  £200 for up to 4 hours (between 5pm – 10pm) | | | | | | | |
| Weekend  Half day  Full day | The Duty Manager will be in the room during the event to operate all AV.  £175 for up to 4 hours  £300 for between 4-8 hours | | | | | | | |
| **AV Requirements and Stage layout** | Top Table | Lectern | | Mics (max 6) | Roving mics (max 2) | | | Lapel mics (max 2) |
|  | | | | | | | |
| CATERING | | | | | | | | |
| We have in-house facilities to provide tea and coffee. For food, please give an indication of requirements in the table below and we will forward you a quote from our preferred caterers. | | | | | | | | |
| Item | | | Cost  (per person per serving) | | | No. of  Covers | Scheduled time(s) | |
| Freshly brewed coffee and a selection of English and Herbal teas | | | £1.40\* | | |  |  | |
| Freshly brewed coffee, a selection English and Herbal teas, and biscuits | | | £1.80\* | | |  |  | |
| Hot water only | | | £0.30\* | | |  |  | |
| Fruit juice | | | £0.90\* | | |  |  | |
| Red and White wine | | | £10.00 (per bottle) | | |  |  | |
| Kettle chip crisps | | | £0.50\* | | |  |  | |
| Selection of sandwiches (1.5 rounds per person)  Fresh fruit platter OR  assorted cakes | | | £6.25 +VAT | | |  |  | |
| Selection of sandwiches *(1.5 rounds per person),* fresh fruit platter, assorted cakes | | | £7.95 +VAT | | |  |  | |
| Selection of sandwiches *(1 round per person)*  3 savoury canapés, fresh fruit platter  Assorted cakes | | | £9.75 +VAT | | |  |  | |
| Please note:   * for Auditorium bookings food will be served in the lower ground floor Atrium. * a 7% service charge will apply to any lunch order above 50 covers   Our preferred caterer is a local company, *Limoncello*.They can also provide a hot buffet and canape menu upon request. If you wish to use a different catering company, they must be registered with the Food Standards Agency, evidence of which must be sent to the HRAC Events Manager at least two weeks in advance. The catering company must have a Food Hygiene Rating of at least Generally Satisfactory (3) to comply with our policy.  Water coolers are available throughout the venue, free of charge. | | | | | | | | |

ADDITIONAL INFORMATION

If you have any additional notes, queries or concerns, please add them here:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HIRE RATES FROM JANUARY 2017  Please note, rates include use of IT/AV equipment and are not subject to VAT. | | | | | | |
| Room hire rate | Half day | | | | | |
| A | B | C | Commercial | | |
| Auditorium\* | £600 | £600 | £900 | £1,200 | | |
| Conference room (mezzanine floor) | £135 | £135 | £200 | £270 | | |
| Annex room (lower ground floor) | £120 | £120 | £180 | £250 | | |
| Atrium only (subject to availabilty) | £300 | £300 | £400 | £500 | | |
|  |  |  |  |  |  |
| Room hire rate | Full day | | | | | |
| A | B | C | Commercial | | |
| Auditorium\* | £600 | £1,000 | £1,500 | £2,000 | | |
| Conference room (mezzanine floor) | £140 | £210 | £340 | £450 | | |
| Annex room (lower ground floor) | £120 | £180 | £300 | £400 | | |
| Atrium only (sunject to availabilty) | £300 | £500 | £600 | £700 | | |
|  |  |  |  |  |  |
| Room hire rate | Evening | | | | | |
| A | B | C | Commercial | | |
| Auditorium\* | £600 | £800 | £1,050 | £1,400 | | |
| Conference room (mezzanine floor) | £190 | £190 | £300 | £400 | | |
| Annex room (lower ground floor) | £160 | £160 | £260 | £360 | | |
| Atrium only (subject to availabilty) | n/a | n/a | n/a | n/a | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room hire rate** | **Saturday or Sunday** | | | |
| **A** | **B** | **C** | **Commercial** |
| Auditorium\* | £750 | £1,200 | £1,800 | £2,400 |
| Conference room (mezzanine floor) | £160 | £270 | £405 | £540 |
| Annex room (lower ground floor) | £150 | £250 | £350 | £450 |

|  |
| --- |
| **Please tick a box to indicate in which band your organization falls into.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Annual Income** | **Band** | |
| Charity | < £1 million | A |  |
| Charity | £1 million - £5 million | B |  |
| Charity | > £5 million | C |  |
| Non for profit organisations and non-registered charities | | C |  |
| Commercial organisation | | D |  |

HRAC Contract 2017

The following terms and conditions shall apply to any contractual arrangement between Amnesty International UK and the Hirer (in this document referred to as “you” or “your” according to the context) relating to the hiring out of rooms, facilities and equipment at the Human Rights Action Centre, 17-25 New Inn Yard, London, EC2A 3EA (in this document referred to as "the HRAC", “the venue”, “the building”, “we” “us” and “our” according to the context). The Contract is made between you and us and you may not assign or transfer any rights under this contract to any other person. You are responsible for paying all sums due under this contract and the terms are binding upon you.

1. The Human Rights Action Centre (HRAC) serves as the headquarters of Amnesty International UK (AIUK). AIUK is prepared to offer facilities for events to be held within specific areas of the building. The safety of AIUK staff is of paramount importance. Applications for use of the venue for events will only be accepted if events are considered reasonable and appropriate to the HRAC, and in keeping with AIUK’s ethos.
2. The Hirer must fully and fairly represent the purpose for which the venue is required. Any misrepresentation may result in cancellation of the function at any time by AIUK. Under no circumstances may the Hirer sub-let or further offer for hire any of the venues booked. Agents or bookers must disclose the name of the client using the space to ensure that they are compatible with AIUK’s ethos.
3. All the terms of the Booking Contract are set out in this document, which shall prevail over and supersede any other terms referred to in correspondence or elsewhere or implied by trade, custom, practice or course of dealing.

**BOOKINGS**

1. Confirmation of any booking will only be accepted upon receipt of a Booking Form along with any deposit (when required). AIUK reserves the right to release the booking and re-let the facilities if the Booking Form (and any relevant deposit) are not returned within a 14-day period.
2. A deposit is required for Auditorium or Atrium only bookings. In these cases, a 20% non-refundable, non-transferable, deposit is required to secure a booking. Bookings are not confirmed until a deposit has been received.
3. The Hirer is solely responsible for the booking to be confirmed and all applicable charges (including cancellation charges) will then become payable under the terms set out in this document. The Booking Contract confirms the Hirer’s commitment to hire the venue and is made on the Hirer’s behalf by a duly authorised signatory.
4. AIUK reserves the right at all times and without liability to cancel a booking, including but not limited to:

* If the event is not suitable for the venue (e.g. live music, events involving children, etc.)
* If the event is not compatible with AIUK’s ethos
* If it is apparent that the type of event is different from that stated in the Booking Contract. In these circumstances, the Hirer will be liable for the relevant cancellation charges and costs incurred by AIUK.
* If the Hirer breaks any of the terms of the Booking Contract. In these circumstances, the Hirer will be liable for the relevant cancellation charges and costs incurred by AIUK.
* If the Hirer fails to pay the deposit (when requested) within the 14 days period.

1. AIUK reserves the right to amend a booking to a different room that is deemed to be equivalent. This will only be in exceptional circumstances, and advance notice will be given wherever possible.
2. Room hire rates are reviewed annually. Bookings made in advance will still be subject to the price structure that is eventually set for the year that their booking takes place in (e.g. 2018 bookings will be subject to the 2018 pricing structure set in late-2017).
3. Room hire rates operate on a sliding scale, based on charitable status and annual incomes. Band A is for registered charities with an annual income of up to £1,000,000. Band B is for registered charities with an annual income of up to £5,000,000. Band C is for registered charities with an annual income over £5,000,000 and also for non-profit organisations. AIUK may ask for written justification as to why an organisation considers itself to be a non-profit organisation and AIUK’s decision on the matter is final. The Commercial band is for all other organisations.
4. The charitable banding system is aimed at charities holding free or affordable ticketed events. Events with higher ticket prices do not qualify for the lower room hire rates and may be charged at a higher band at the discretion of the HRAC Events Manager. If ticket prices are not disclosed at the time of booking, AIUK reserves the right to increase the room hire rate.
5. Events held in official partnership with AIUK do not pay for hire of the space. Partner events are still liable for technical support fees, setup costs, additional furniture or equipment hire, all catering costs, and any other costs incurred by the venue due to the event.
6. Hire periods are defined as follows, unless otherwise discussed with the HRAC Events Manager:

* A full day is up to 8.5 hours (including setup and take down). Earliest arrival time is 08:30 and latest departure time is 18:00.
* A half day is up to 4 hours (including setup and take down). Earliest arrival time is 08:30 and latest departure time is 18:00.
* An evening is up to 4 hours, (including setup and take down). Earliest arrival time is 17:00 and latest departure time is 22:00.

1. Provisional bookings may be held, at AIUK’s discretion, for a maximum of 10 days. Once these 10 days have lapsed, the provisional booking will be removed from AIUK’s system.
2. All amendments to bookings must be submitted in writing via email to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk)
3. Events will be invoiced in full (minus the deposit, if applicable) post-event. Payment is due within 30 days of the invoice being issued.

**CANCELLATIONS BY YOU**

1. In the unfortunate event that you have to cancel your confirmed booking, once the Booking Contract has been signed and the deposit has been received by us, the following charges are applicable:

* 50% charge for less than one month’s notice
* 75% charge for less than two weeks’ notice
* 100% charge for less than one week’s notice

1. All cancellations must be made between 08:00-18:00 on Monday to Friday via email to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk). Any cancellations received outside of these hours will be treated as arriving on the following working day.
2. Postponement of any event is subject to the terms of cancellation.

**CANCELLATIONS BY AIUK**

1. AIUK may cancel your booking at any time with immediate effect and without any liability to you if circumstances or events outside our reasonable control prevent, delay or substantially affect our ability to fulfil our responsibilities within the agreement. Circumstances or events outside our control include (without limitations) acts of God, fire, power failures, structural or emergency damage, building work, refusal to grant licenses, strikes or industrial action (whether involving our employees or a third party), and the need to use the venue for a National Emergency.

**USE OF THE SPACE**

1. The Hirer must take instruction from the HRAC Duty Manager. AIUK will not be held responsible for any loss, damage, injury, cost or fines incurred by the Hirer as a result of failing to follow instructions.
2. Access times are as follows, unless agreed in advance with the HRAC Events Manager:
   * For a full or half day booking, the earliest access time is 08:30. The Hirer may be refused access prior to this time. Load out for daytime events must be by 18:00. The venue must be clear by this time to avoid late fees.
   * For an evening booking, the earliest access time is 17:00. The Hirer may be refused access prior to this time. Load out for evening events must be by 22:00. The venue must be clear by this time to avoid late fees.
3. Room capacities, including capacities on-stage, must not be exceeded. Maximum capacities are as follows:
   * Conference Room: 45 pax theatre, 30 pax cabaret, 22 pax boardroom
   * Action Rooms: 25 pax theatre, 14 pax boardroom
   * Annex: 40 pax theatre, 25 pax cabaret, 22 pax boardroom
   * Auditorium:
     + With low stage: 230 theatre or 100 cabaret
     + Without low stage: 250 theatre or 100 cabaret
     + Low stage: 8 pax
     + High stage: 12 pax
4. When hiring the Auditorium, the Atrium is provided as a free catering space only. If the Atrium is used for any other purpose (e.g. for stalls or as a breakout room) then the cost to hire the Atrium applies. HRAC Events staff need free access to the Atrium at all times. Use of the Atrium kitchen must be agreed in advance with the HRAC Events Manager.
5. Layout instructions for all rooms must be sent in writing to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk) a minimum of one week prior to the event date.
6. Attendee lists and full event agendas must be sent to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk) a minimum of two working days in advance of the event.
7. The HRAC Events team must be made aware of any delegates with special requirements as far in advance as possible.
   * The venue is fully wheelchair accessible. The high stage in the Auditorium is accessible via a chair lift. The low stage is accessible via a ramp. If a delegate requires the use of the chair lift, or the ramp, the Hirer must provide a standard wheelchair to be used with the platform. Action Room 1 will need to be assigned for storage overflow to allow access to the chairlift. A minimum of one week will be required to guarantee the venue’s ability to provide this. The HRAC Events team will endeavour to help with requests made with less notice but cannot guarantee the ability to do so.
   * The Auditorium is equipped with a hearing loop. Mobile hearing loops are available in other rooms. A minimum of one week will be required to guarantee the venue’s ability to provide this. The HRAC Events team will endeavour to help with requests made with less notice but cannot guarantee the ability to do so.
   * If there are any nursing mothers requiring a private space, please let the HRAC Events team know in advance so a space can be arranged for them when possible
8. Advanced deliveries or storage will need prior permission of the HRAC Events team in writing via email. Any deliveries or storage needs without prior permission of the HRAC Events team will be turned away or disposed of. Items are delivered to the HRAC at the Hirer’s own risk.
9. Access to the HRAC carpark is available, but not guaranteed, to Blue Badge holders. Details such as vehicle description, registration number and driver’s name must be communicated to the HRAC Events Team at least two weeks in advance, The HRAC Events team will endeavour to help with requests made with less notice but cannot guarantee the ability to do so. Upon request, and with prior written permission of the HRAC Events team, the Hirer can have access to the carpark for loading/unloading only. Any vehicles arriving without prior permission of the HRAC Events team will be refused entry to the carpark. Vehicles are left in the HRAC carpark at the owners’ risk.
10. Press, television or radio coverage of any event at the HRAC is not allowed without prior written permission from AIUK. The AIUK name, AIUK logo or Protect the Human logo may not be used in any publicity or promotional material, without the prior written permission of AIUK. The hire of the venue does not carry with it any implied endorsement from AIUK and you are not permitted to make any claim for endorsement and agree not to do so. Photographs may be taken with the permission of the Duty Manager.
11. The HRAC is a working building. As such, the Reception area should be used for access only and noise kept to a minimum.
12. The Hirer shall ensure that all subcontractors have left the premises by the end of the hire period, removing all rubbish, and leaving food preparation and service areas clean and tidy and fit for immediate use and occupation. Failure of any such subcontractors to comply with this requirement will result in an extra £100 charge being levied to the final account for each hour or part thereof on an hourly basis after the end of the venue hire period (e.g. an overstay of 30 minutes will result in a £100 charge; an overstay of 1 hour and 15 minutes will result in a £200 charge, etc.)
13. Unless otherwise agreed, any properties left within the building post-event will be disposed of.
14. Under no circumstances may items be fixed to the walls, floors or ceilings without the prior written permission of AIUK. Under no circumstances may the Hirer make any alterations to the structure, internal layout, fittings, decorations or furnishings of the venue.
15. No advertisement, notice sign, decoration, flag, emblem or other promotional material may be displayed on or about the exterior of the venue, or stuck to painted surfaces within the venue. Failure of the Hirer to comply with this requirement will result in a £20 fine per unauthorised item found on display.
16. AIUK accepts no responsibility or liability (whether in negligence or otherwise) for loss or damage to any property of the Hirer’s, or the Hirer’s guests, the Hirer’s contractors or agents occurring within the venue.
17. The HRAC is not a venue suitable for musical performances. The Auditorium is not suitable for amplified musical performances; however recorded music or acoustic music is possible in the Auditorium with prior discussion with the HRAC Events Manager. The Atrium has no installed AV (speakers, projector, etc) and therefore cannot accommodate recorded or live amplified music.
18. Animals are strictly not permitted in the HRAC, except for guide dogs. Please discuss with the HRAC Events Manager prior to confirming a booking if this is a requirement for an event.
19. The HRAC is not a safe environment for children. Under 18s are not permitted to attend events at the HRAC, either as delegates or in any other capacity. Please discuss with the HRAC Events Manager prior to confirming a booking if this is a requirement for an event.
20. AIUK has discretionary powers to remove anyone on the premises who is behaving inappropriately.
21. The HRAC Events team must be given two weeks notice if any attendees or speakers at an event are VIPs, politicians, royalty, etc.
22. Smoking is not permitted in any part of the venue or near the entrances and exits. Please instruct any delegates who want to smoke to move away from the building.

**HEALTH & SAFETY**

1. AIUK must comply with certain licensing, health and safety and statutory regulations and require the Hirer to fulfil their obligations in this respect. The Hirer, agents, guests and any other representatives must ensure full compliance with all statutory law, including Licensing of Premises and Persons, health and safety, fire regulations and any other statutes of law.
2. It is the Hirer’s responsibility to send a risk assessment for event-specific risks as identified by the HRAC Events team.
3. Generic risk assessments for the venue are available upon request.
4. Emergency signs are displayed throughout the venue. Fire exits and evacuation routes must not be obstructed. The Hirer must ensure that all persons attending an event are made aware of emergency procedures when the event begins.
5. Apart from the result of negligence of the venue, the Hirer will be responsible for and will indemnify AIUK against any liabilities, claims, proceedings and expenses in respect of injury (including death) loss or damage to persons or property in connection with the use of the venue.
6. Under the Booking Contract, the Hirer agrees to insure against liabilities in respect of damage to rooms, furnishings, exhibits and equipment; bodily injury to third parties; and damage to property belonging to third parties.
7. The HRAC is licensed to sell alcohol between 17:00 – 23:00 Monday to Sunday. Full details of the Premises Licence can be provided on request. The sale of alcohol is the sole right of the venue and no exceptions to this will be given. At least one month’s notice must be given if a cash bar is required, unless otherwise negotiated with the HRAC Events Manager. The HRAC is under no obligation to provide a cash bar and does not guarantee a cash bar will always be provided. The Hirer may need to provide AIUK with a risk assessment covering the risks associated with serving alcohol at an event.
8. During office hours, there are several trained First Aiders within the Human Rights Action Centre. Duty Managers are trained First Aiders. Over the evenings and weekends, the Security Guards are also trained First Aiders.
9. It is the Hirer’s responsibility to ensure that all portable electrical equipment brought in to the HRAC has passed a recent Portable Appliance Test (PAT test). Any faults in electrical equipment pose a hazard and the Hirer will be held liable for all consequences resulting from any electrical equipment brought onto the premises without a PAT test.

**ADDITIONAL CHARGES**

1. The Hirer will be subject to additional charges on the following:
   * Particular layouts in the Auditorium (raked seating, cabaret seating, changing the partition wall during an event)
   * Extra Security for certain Auditorium events (you will be notified on booking if this is required. Please note that Security guards cannot be hired on an hourly basis).
   * Additional equipment hire (extra flipcharts, extra laptops, extra projector, etc.)
   * Printing and photocopying
2. AIUK reserves the right to impose additional charges on the Hirer in its absolute discretion for the following:
   * Displaying materials in unauthorised locations
   * Charges for any damage and breakages
   * Overstays
   * Late working taxi fee for Duty Manager working after 22.00
   * Late payments

**AV & TECH**

1. If the Hirer does not contract technical support from the HRAC Events team, microphone settings will be pre-set and should not be changed. If any changes occur, these should be reset to their original settings before the Hirer leaves the building. Failure to do so will result in a fine to cover the staff time involved in rectifying the situation.
2. Use of lapel mics requires the Hirer to also hire technical support from the HRAC Events team for the duration of the event.
3. Technical support hire from the HRAC Events team requires a minimum notice of one calendar month and should, wherever possible, be stated in the Booking Contract.
4. Use of external production companies is only permitted via negotiation with the HRAC Events Manager.

**CATERING**

1. All orders for Limoncello Catering must be sent in writing to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk), a minimum of one week in advance of the event. Cancellations without a minimum of 24 hours’ notice will incur a 100% cancellation charge.
2. All AIUK catering orders must be sent to [hracevents@amnesty.org.uk](mailto:hracevents@amnesty.org.uk), a minimum of two full working days prior to the event.
3. If the Hirer has requested hot water only, the Hirer will be expected to provide all other required items and perishables, including but not limited to cups, stirrers, tea, coffee, sugar, milk, etc. Hot water will be charged by what is ordered, not by usage.
4. External catering companies must be registered with the Food Standards Agency and have a Food Hygiene Rating of at least Generally Satisfactory (3) to be permitted on the premises.
5. External caterers, if contracted, must also provide all required items and perishables, including but not limited to plates, cutlery, napkins, cups, serving cutlery and dishes.
6. Kitchen facilities on the premises are limited. There are no heating facilities, very limited area for prep and no refrigeration available for delegates.
7. Delegates will not have access to microwaves, and this cannot be provided on request.