

# Room Hire Agreement - FI Clients

All bookings are subject to our [terms and conditions](#) overleaf.

To confirm your booking, please complete this form and return via email to [london@fi.co.uk](mailto:london@fi.co.uk) no later than 10 working days before your room hire date.



## CLIENT DETAILS

Please complete in block capitals

Full Company Name

Name of Organiser

Company Address

Position in Organisation

Postcode

Telephone

Email



## ROOM REQUIREMENTS

Nature of hire  
e.g. course, meeting

Title of meeting  
(Displayed on notice board)

Dates of required

Number of rooms required

Number of delegates

Room set up	Classroom	Pods
<small>Please specify</small>		
	Boardroom	

Arrival time

Departure time

Catering/refreshments

Refreshments (tea, coffee, biscuits, fruit - included in the price)  
Lunch (additional cost)



## OTHER REQUIREMENTS

Accessibility arrangements e.g. wheelchair access, visual or hearing assistance, accessible seating, dietary restrictions (including allergies)

Please provide details of your requirements and our team will contact you to confirm arrangements.



## PAYMENT DETAILS

Billing Address  
(If different from above)

Postcode

Billing Email Address

PO Number  
(If required)

Office use only

Room (s) allocated

Total room hire charges ex VAT

Notes

Total delegate charges ex VAT

Additional charges ex VAT

Total charges ex VAT



## DECLARATION

I have read the [Terms and Conditions of Hire](#) overleaf and agree to abide by them.

I would like to hire the room(s), facilities and services as indicated above.

Signature

On behalf of

Name  
Please print

Date

First Intuition London

Post: 160 Drummond Street, London, NW1 2PL or  
County House, Conway Mews, London W1T 6AA

Email: [london@firstintuition.co.uk](mailto:london@firstintuition.co.uk)

# Terms and conditions of room hire

These terms and conditions together with the room hire booking form overleaf comprise the agreement pursuant to which First Intuition provides rooms to the customer ("the hirer").

## 1 Hire charges

The hire charges are set out per the rate card.

## 2 Payment

**2.1** Invoices will be issued after each event has taken place, on 30-day payment terms.

**2.2** First Intuition reserves the right to charge late payment interest at a rate of 4% above the Bank of England base rate on any outstanding invoices.

## 3 Use of premises

**3.1** The hirer, their staff, agents and visitors must only use those rooms which are specified in the hire agreement.

**3.2** The hirer must declare at the outset the purpose of the room hire and the room/s must be used for that purpose only. The hirer shall not permit more than the maximum number of people specified in the agreement to be in the room at any time.

**3.3** The hirer must leave the premises in a clean and tidy condition. The hirer agrees to indemnify First Intuition against any loss, theft or damage however caused, during or in respect of the hire period.

## 4 Noise

The hirer, their staff, agents or visitors must not make or permit to be made any noise which may interfere with the use of other rooms within the building or other hirers, First Intuition staff or any adjoining neighbours.

## 5 Third parties

Applications made on behalf of a third party must be declared at the time of booking.

## 6 Requests for room hire

First Intuition London's venues are located within a short walk of one another.

First Intuition reserves the right to allocate the venue during the enquiry process.

First Intuition reserves the right to change the venue of your booking with 5 working days notice.

First Intuition reserves the right to refuse requests for room hire.

## 7 Liability

**7.1** The liability of First Intuition for direct losses arising out of their negligence (other than in respect of death or personal injury), breach of contract or any other cause of action arising out of or in connection with this agreement is limited to the value of monies received from the customer.

**7.2** First Intuition shall not be liable for any consequential or indirect loss, howsoever arising.

## 8 Security

First Intuition accepts no responsibility for anything that is lost or stolen from its premises. Personal possessions are the sole responsibility of the hirer or their customers and customers are advised to keep valuable belongings with them at all times.

## 9 Indemnity

The hirer shall indemnify First Intuition from and against:

a) All claims, demands, actions or proceedings in respect of the death or injury howsoever and whomever caused of or to any persons which shall occur or arise from any accident or occurrence which shall happen while such a person is on or upon any part of the premises during the hire period or in respect of any loss or damage suffered or sustained by any person in consequence of any such death or injury.

b) All claims, demands, actions or proceedings and any loss, damage or injury which may be brought against or suffered by First Intuition arising from or in consequence of the non-observance or non-performance of any of these conditions or any act, neglect, default or omission of the hirer, their staff, agents or visitors.

c) Any claim under copyright law.

## 10 Music

The hirer must not make or broadcast music without the express permission of First Intuition. The hirer must in such cases organise directly with the Performing Rights Society or Mechanical Copyright Society or other bodies for any licence required for the use of copyrighted material.

## 11 Cancellation

**11.1** Cancellations will not incur any charge by the client.

**11.2** First Intuition reserves the right to terminate the hire forthwith if, in their opinion, the hirer, their staff, agents or visitors are in breach of any of these terms and conditions. In that event the hirer, their staff, agents or visitors are required to leave the premises immediately, taking with them their possessions and equipment. In the event of hire being terminated in such a manner, First Intuition will not be responsible for any claims, losses, actions or damages incurred by or on behalf of the hirer, their staff, agents or visitors in respect of the termination, nor will any hire charge be waived.

## 12 Validity

If any provision of this agreement is held to be invalid or unenforceable the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

## 13 Jurisdiction

This agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the English courts for the determination of disputes arising under this agreement.