

# TERMS & CONDITIONS

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### 1. Introduction

1.1 These Terms and Conditions (the "Agreement") govern the use of the event space (the "Room") located on the ground floor, 24 Bedford Row, London WC1R 4EH (the "Premises"). By booking and using the Room, the User agrees to comply with these Terms and Conditions.

1.2 The "User" refers to any individual booking or using the Room.

1.3 The "Operator" refers to the Society of Authors.

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### 2. Booking and Payment

2.1 All bookings must be made via the Operator's online booking system or by direct agreement with the Operator. The User must provide all necessary details, including the requested time and date, duration, and any special requirements.

2.2 The User agrees to pay all fees for the use of the Room in accordance with the Operator's current pricing structure, which may be amended from time to time. Payment must be made in full prior to or at the time of booking, unless otherwise agreed by the Operator.

2.3 The booking is only confirmed once payment has been received and a booking confirmation has been issued.

2.4 The Operator reserves the right to refuse a booking at its discretion.

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### 3. Use of the Room

3.1 The User shall only use the Room for lawful business purposes and in accordance with all applicable laws, regulations, and best practices.

3.2 The User shall ensure that the Room is used in a manner that does not cause any damage, disturbance, or inconvenience to the Operator or other users of the Premises.

3.3 The User agrees to respect the privacy and confidentiality of others using the Premises and shall not disclose any sensitive or confidential information to third parties.

3.4 The User must ensure that no illegal activities, including but not limited to activities which breach intellectual property rights or promote discrimination, are conducted in the Room.

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### 4. Cancellation and Rescheduling

4.1 In the event that the User wishes to cancel or reschedule a booking, they must notify the Operator in writing at least 24 hours prior to the scheduled start time.

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4.2 If the User cancels or reschedules with less than the required notice period, the Operator may retain the fee, as specified in the Operator's current pricing structure.

4.3 The Operator reserves the right to cancel any booking due to unforeseen circumstances or events outside the Operator's control, including but not limited to maintenance, repairs, or emergencies. In such cases, the Operator will provide a full refund to the User, and the User will have no further claims against the Operator.

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#### 5. User Responsibilities

5.1 The User is responsible for ensuring that all equipment, materials, and belongings brought into the Room are removed at the end of the booking period.

5.2 The User shall be responsible for any loss or damage to the Room or the Operator's property arising from their use of the Room. The User agrees to indemnify the Operator for any such loss or damage.

5.3 The User is responsible for ensuring that the Room is left in a clean and tidy condition at the end of the booking period. If the Room requires additional cleaning due to the User's use, the User will be charged for the cost of cleaning.

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#### 6. Health and Safety

6.1 The User shall comply with all health and safety regulations applicable to the use of the Room, including but not limited to fire safety and evacuation procedures.

6.2 The User is responsible for ensuring that any equipment or materials brought into the Room comply with all health and safety regulations.

6.3 The User shall immediately report any accidents, injuries, or unsafe conditions to the Operator.

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#### 7. Liability and Indemnity

7.1 The Operator shall not be liable for any loss, injury, or damage to the User or any third party arising from the User's use of the Room, except where such loss or damage is caused by the Operator's negligence.

7.2 The User agrees to indemnify and hold harmless the Operator, its employees, agents, and contractors from any and all claims, demands, or actions arising out of the User's use of the Room.

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#### 8. Access and Security

8.1 The Operator may provide the User with access to the Room using keys, security codes, or other means. The User shall ensure that access to the Room is not given to any unauthorized individuals.

8.2 The Operator reserves the right to access the Room at any time for any purpose.

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#### 9. Privacy and Data Protection

9.1 The Operator shall comply with all applicable data protection laws and regulations in respect of any personal data provided by the User.

9.2 The User consents to the collection and use of their personal data by the Operator for the purposes of booking, payment, and communication regarding the Room.

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#### 10. Termination

10.1 The Operator reserves the right to terminate the User's booking or suspend access to the Room at any time if the User breaches any of these Terms and Conditions.

10.2 Upon termination, the User shall immediately vacate the Room and return any keys or access devices to the Operator.

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#### 11. Governing Law and Dispute Resolution

11.1 These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales.

11.2 Any dispute arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales.

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#### 12. Amendments

12.1 The Operator reserves the right to amend these Terms and Conditions at any time. The User will be notified of any such amendments and will be bound by the revised Terms and Conditions upon making any further bookings.

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#### 13. Miscellaneous

13.1 If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

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13.2 This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral, in relation to the subject matter hereof.

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April 2025