

Venue Hire Agreement

The Barn at Ravenor Farm Studios

Venue Address: The Barn at Ravenor Farm Studios, 29 Oldfield Lane South, London, UB6 9LB

This Agreement is made on the ____ / ____ / 2026

Between:

(1) _____ (“Venue Manager”), of **29 Oldfield Lane South, London, UB6 9LB**
and

(2) _____ (“the Hirer”), of _____

Together referred to as “the Parties.”

1. Definitions

- “**Venue**” means *The Barn at Ravenor Farm Studios, 29 Oldfield Lane South, London, UB6 9LB*.
- “**Event**” means the function, party, workshop, production, or activity taking place on the Hire Date(s).
- “**Hire Period**” means the time from _____ on _____.
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2. Contact & Booking Details

Hirer Name: _____

Phone / Email: _____ / _____

Event Type: _____

Date of Hire: _____

Time In / Out: _____ / _____

3. Hire Fees & Deposits

- **Venue Hire Fee:** _____ £
- **A/V Rental Fee:** n/a (included in the booking)
- **Due Date:** _____
- **Booking Deposit:** £ _____ (50% of Hire Fee non-refundable)
- **Security Deposit:** £ _____ 250 _____
- **Mandatory Cleaning Fee:** £50 (non-refundable)

Deposit & Payment Terms:

- A **refundable security deposit of £ 250** is required for all bookings.
- Deposit will be returned after inspection within 7 days after the event subject to any deductions, unless terms are breached, damages occur, or additional charges apply.
- The **£50 cleaning fee** is payable in advance with the Hire Fee and is **non-refundable**.
- Only **bank transfer and card payments** are accepted. No cash, payments will be accepted.

4. Booking and Payment

- The Hirer agrees to pay the total Venue **Hire Fee of £ _____ plus £ 50 cleaning fee** for use of the Venue. And if applicable a **A/V hire Fee of £__N/A__**.
- A **Booking Deposit** of £ _____(non-refundable) is due upon signing this Agreement.
- The remaining balance is due no later than **30 days before the Event**.
- A **Security Deposit** (as above) is required to cover damages or extra cleaning and will be refunded after inspection within 7 days after the event, subject to any deductions. If damages exceed the deposit amount, the hirer will be invoiced for the additional costs.

Refund of Deposit

Any refundable deposit will be returned via bank transfer to the account details provided below.

Refund Bank Details:

Account Name: _____

Bank Name: _____

Account Number/IBAN: _____

Sort Code/Branch Code: _____

SWIFT/BIC (if applicable): _____

5. Use of the Venue

- The Venue may be used only for the Event described in this Agreement.
- The Hirer shall not sub-let, transfer, or share the Venue with any other party.
- The Hirer **shall not sell alcohol under any circumstances**. This includes the provision of alcohol as part of any ticket package
- The Hirer must comply with all local regulations, including fire safety, noise control, and public health requirements.
- The maximum number of attendees shall not exceed _____ persons.
- The Hirer must use the Venue only for the agreed purpose and time.
- All guests must behave responsibly and comply with venue rules.

6. Ticketed Events: Alcohol, Security and Licensing

- **The Hirer is strictly prohibited from selling, supplying, or distributing alcohol** for any ticketed event on the Premises. This includes the provision of alcohol as part of any ticket package, whether advertised as “including drinks” or otherwise.
- For any ticketed event, all tickets must be sold in advance. **Tickets may not be sold on the Premises** under any circumstances.

- All ticketed events require the Hirer to provide their own security personnel. All security **staff must hold valid SIA** (Security Industry Authority) licences and must comply with all applicable laws and regulations.
- The absence of alcohol sales does not exempt the Hirer from other licensing requirements. **The Hirer is solely responsible for obtaining any necessary licences** for activities classed as regulated entertainment (including, but not limited to, live music, recorded music, films, or dancing) or for providing late-night refreshment (hot food or hot drinks between 11:00 p.m. and 5:00 a.m.). Proof of any required licences must be provided to the Venue upon request.
- The Hirer must hold Public Liability Insurance of at least £2,000,000 and provide proof to the Venue before the Event. Failure to do so may result in cancellation without refund.

7. Health, Safety, and Conduct

- The Hirer must take reasonable care of the Venue and ensure safe conduct of all attendees.
- **No smoking, cooking or open flames (candles, sparklers, fireworks etc)** permitted.
- **Illegal drugs or substances** are strictly prohibited anywhere on the premises.
- The use of **glitter** and **confetti** is not permitted inside The Barn.
- All exits must be kept clear, and all fire safety regulations must be followed.
- Children must be supervised by responsible adults at all times.

8. Damage, Cleaning & Additional Charges

- The Hirer is responsible for any damage caused to the Venue, furniture, fixtures, or equipment.
- Any damage will be deducted from the **Security Deposit**. If damages exceed the deposit amount, the hirer will be invoiced for the additional costs.
- The venue must be left **clean and tidy** at the end of the hire period. **Cleaning supplies**, including a large broom, are provided inside the venue. **Chairs and tables** must be **returned to their original positions**, as shown in the photo on the last page of this agreement.
- A **£50 cleaning fee** is automatically charged for all bookings and covers general post-event cleaning.
- If excessive mess or spillages are left behind, **additional cleaning charges** may apply.
- If rubbish is left behind, a fine of **£50–£150** will be deducted from the deposit. Please take all rubbish with you. **Rubbish cannot be left on premises inside or outside the Venue.**
- If damages exceed the deposit amount, the Hirer must pay the excess within 7 days of notification.
- Late departure: If the Hirer exceeds the agreed hire time, an **additional charge of £200 per hour** (£100 per half hour) will apply. The hire period should include set-up time and up and set-down time.

9. Noise and Neighbourhood

- The Hirer must ensure noise levels outside de the venue are reasonable, especially after 10:00. p.m. Please ensure all doors are kept closed to minimise sound disturbance. Additionally, sound levels in the parking area and outside the venue should be kept to a minimum at all times.
- The Owner reserves the right to terminate the Event if noise or behaviour causes disturbance to neighbours or breaches local regulations.

10. Venue Rights, Liability, Cancellation & Force Majeure

Venue Rights

The Barn reserves the right to rescind or terminate this Agreement at any time before or during the Event if:

- The Hirer breaches terms or behaves in a way that endangers the property, staff, or guests.
- Legal, safety, or licensing issues arise.

Liability

The Barn accepts no responsibility for any **loss, damage, or injury** sustained by the Hirer, their guests, or property during the Event.

Cancellation Policy

- **More than 30 days before the Event:** full refund (minus booking deposit).
- **14–30 days before the Event:** 50% refund.
- **Less than 14 days before the Event:** no refund.
- If the Owner cancels due to unforeseen circumstances (e.g. safety, legal restrictions), all monies paid will be refunded.

Force Majeure

Neither Party shall be liable for failure to perform obligations due to events beyond reasonable control (e.g. fire, flood, pandemic restrictions, or government orders).

11. Indemnity and Insurance

The Hirer agrees to indemnify the Owner against all claims, losses, damages, and expenses arising out of the Event, including personal injury or property damage caused by negligence or misconduct.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of **England and Wales**, and the courts of England and Wales shall have exclusive jurisdiction.

13. Agreement & Signatures

Venue Representative (The Barn):

Name: _____

Signature: _____

Date: _____

Hirer:

Name: _____

Signature: _____

Date: _____

