STANDARD VENUE HIRE TERMS AND CONDITIONS

1.0 Summary and Background

Westminster Abbey Enterprise Ltd ("WAEL") whose registered office is The Chapter Office, 20 Dean's Yard, London, SW1P 3PA.is responsible for running commercial events within the Precincts of the Collegiate Church of St Peter, Westminster (the "Abbey"),

2.0 Definitions and Interpretation

2.1 "Abbey" shall mean the Precincts of the Collegiate Church of St Peter, Westminster (better known as Westminster Abbey);

"Authorised Person" shall mean an authorised member of staff of the Licensor;

"Deposit" shall mean the fee required from the Licensee to secure the Venue for the Event;

"Event" shall mean the title and/or description of the activity/function taking place at the Venue during the Licence period, and as described in the Licence;

"Guests" shall mean the Guests invited to the Event by the Licensee;

"Licence Charge" shall mean the total fee payable to the Licensor for the use of the Venue for the purposes of the Event as set out in the Licence;

"Licence" shall mean the completed and signed Licence including the Event Details, the attached Standard Venue Terms and Conditions and Venue Specific Terms and Conditions, which forms the binding contract, between the Licensor, and the Licensee;

"Licensee" shall mean the person(s), corporate body or organisation making granted a Licence for the Venue;

"Licensor" shall mean WAEL;

"Licensor Representative" shall mean the person so designated from time to time or such person delegated that role on the night of the event as the main point of contact in all matters regarding the Event;

"Period of Licence" shall mean the period of time between when the Event will begin and end, and is described in the Licence;

"Venue" shall mean the area of the Abbey to be used for the Event.

2.2 Unless the context otherwise requires, the singular shall also include the plural and vice-versa.

2.3 Any reference in these Standard Terms and Conditions to any provision of a statute or statutory provision shall be construed as a reference to that provision as time to time amended, extended or re-enacted.

3.0 Licence

3.1 The date(s), time(s), Venue and service(s) to be provided, will be agreed between the Licensee and Licensor and shall be detailed on the Licence together with the number of Guests allowed under the Licence. Unless otherwise agreed in writing or otherwise provided for by the Licence the

Licensee will vacate the Venue by the time detailed on the Licence, and will provide adequate staffing levels in order to achieve this.

3.2 The Licensee will meet the costs of this Licence and any additional fees that may be chargeable for any alteration to numbers, services, times, dates or areas used.

3.3 The Licensee will provide full details regarding the Event, as guided by the Authorised Person, no later than ten working days prior to the date of the Event so that the Licensor can make necessary internal arrangements to ensure the successful running of the Event.

3.4 Venue Specific Terms and Conditions may apply to different Venues and these will be set out or attached to the Licence. To the extent that any of the Venue Specific Terms and Conditions prove to be inconsistent with these Standard Venue Terms and Conditions then the pertinent Venue Special Conditions will prevail.

4.0 Confirmation of Booking

4.1 The granting of a Licence for a Venue is at the discretion of the Licensor and the Licensor retains the right to refuse a booking.

4.2 The Event is binding only upon receipt by the Licensor of the signed Licence, and deposit, within 30 days of receipt and Standard Terms and Conditions and deposit invoice.

4.3 After this period, if the signed Licence and Deposit has not been received, the date may be made available to another client.

4.4 The balance of the Licence Charge will be payable four weeks prior to the Event.

4.5 If the Event is booked less than three months prior to the date, then the full Licence Charge will be due by return on receipt of the invoice.

4.6 Funds must have cleared in the Licensor's bank account before the date of the Event or the Event will not take place.

5.0 Facilities and Conditions of Use

5.1 Invitations to Guests

Invitations issued to Guests must say that the venue is provided by 'by kind permission of the Dean & Chapter of Westminster". The Licensee must send the draft invitation to the Licensor's representative for approval before printing allow at least 48 hours. A sample invitation can be sent on request to Licensee for guidance.

5.2 Suppliers

a. We have a list of accredited suppliers we can recommend. We do not allow non-accredited suppliers to work at WAEL.

b. We ensure that the suppliers we select provide imaginative products, outstanding service, creative concepts and close attention to detail. This process ensures the necessary insurance, Licence, health and safety procedures and risk assessments are properly conducted.

c. Accredited suppliers are fully inducted in the ways of working within the Abbey.

5.3 **Furniture and Equipment**

a. Request to use Licensor furniture and equipment must be received in writing no later than ten working days in advance of the Event to the Licensor's representative. This cost for the hire of Licensor furniture and equipment is not included as part of the Licence Charge but is an additional cost.

b. The Licensee is responsible for providing any other equipment required for the Event. Hiring of any other equipment for the Event must be through our accredited suppliers only and must gain approval from the Licensor's representative or such other Authorised Person for its use.

c. All equipment so provided by the Licensee must comply with any existing Health, Safety, or Fire Regulation and to relevant Venue Conservation guidelines. Regardless of such compliance, the Licensor's representative or such other Authorised Person reserves the right to refuse any equipment which may be a cause of danger or damage to people or property.

d. No additional lighting, heating, power or other electrical appliances are to be installed or used without prior consent of the Licensor's representative and/or such other Authorised Person. Hire of any additional lighting, heating, power or other electrical appliances must be through our accredited suppliers only.

e. Where the Licensor's representative has approved the use of additional electrical equipment e.g., laptop, projector, etc., the Licensee must ensure their equipment meets all relevant Health and Safety Legislation and requirements and the Licensee shall indemnify the Licensor against all claims and expenses for any injury or damage caused by this equipment.

5.4 **Client Branding**

No posters, boards, signs, flags or other emblems or advertisements are to be placed inside or outside any part of the Venue, or the Abbey without prior consent from the Licensor.

5.5 **Vehicle Requirements and Deliveries**

a. Full delivery details including vehicle registration, vehicle type, driver contact details, and arrival / departure times are required no later than five working days in advance of the Event, and are subject to the approval of the Licensor's representative or relevant Authorised Person.

b. Parking in Dean's Yard is only available in exceptional circumstances and cannot be guaranteed at any time by the Licensor. Where such exceptional circumstances apply, and such places are available, the Licensor will require full details including vehicle registration, vehicle type, driver contact details and arrival-departure times are required no later than five working days in advance of the Event.

c. Where parking has been allocated, the Licensee must follow any instructions given by the Licensor's representative on the day of the Event.

d. The parking permit will be applicable on the day of the Event, for the agreed times only.

5.6 **Specific Conservation and Venue Rules**

a. Due to the historical nature of the Abbey generally, the grounds, monuments and structures must be treated with respect at all times.

b. It is the responsibility of the Licensee to ensure that any spillages on the pathways caused by its contractors or Guests are cleaned up as quickly as possible. All spillages must be reported to the Licensor or relevant Authorised Person.

c. It is strictly forbidden to take food and drink into the Abbey church.

d. Smoking and vaping is not permitted anywhere in the Abbey precincts including Dean's Yard.

5.7 **Entertainment and Amplification of Sound**

The Licensee must agree with the Licensor's representative the precise type of entertainment to be provided at the Event and this is subject to the approval of the Licensor.

5.8 **Photography**

Professional photography may be permitted, but is dependent on prior approval from the Licensor's representative, and full details of the requirements and subsequent use must be supplied in writing at least ten working days in advance of the Event, to the Licensor's representative.

5.9 **Rubbish Disposal**

a. The Licensee must leave the Venue as found, and in good condition, which includes taking away any rubbish generated by the Event, and removing all items relating to the Event.

b. Should the Venue require a 'deep-clean' following the Event, a charge will be passed on to the Licensee. The charge will be dependent on the extent and type of cleaning required.

6.0 Guests

6.1 The number of Guests as outlined in the Licence must not be exceeded.

6.2 If the number is exceeded the Licensor's representative can terminate the Event immediately and without recompense to the Licensee, and the Licensee may be held legally responsible and may be liable to prosecution, under existing Legislation, by the competent regulating body.

6.3 A full list of anticipated Guests is required within 48 hours of the Event.

6.4 If the Guest List include persons requiring additional personal security, the Licensee must provide details at least five working days prior to the Event, so that the Licensor can make an assessment of the risk factors and can ensure the appropriate Authorised Persons are engaged for duty to enable the Event to take place at the Venue without risk. Any additional security costs arising as a result will be paid by the Licensee.

6.5 The Licensor will advise the Licensee on protocol procedures, if required, for any guests attending the Event.

6.6 The Licensee must provide adequate front of house staff to manage the guest list and to ensure that only invited Guests are entering the Venue. The Licensee must also provide staff to help vacate the Venue at the agreed Event end time, as indicated on the Licence.

6.7 The Licensor reserves the right to refuse entry to any person, vehicle or piece of equipment to the Venue at any time and for any reason. The Licensor has the right to ask the Licensee to take action with any Guest who is causing a disturbance, and the Licensor has the right to ask the said Guest to leave the Venue and/or Abbey immediately.

6.8 Guests will receive an official 'Welcome' from one of the Canons of Westminster, this is a short non-religious speech offering Benedictine hospitality to guests.

7.0 Liability, Indemnity and Insurance

7.1 The Licensor will not be liable for the death of or any injury to any person attending the Venue in connection with the Event unless such death or injury is caused by the negligence of the Licensor or its staff, servants or agents.

7.2 The Licensor will not, under any circumstances, be responsible for or accept any liability in respect of damage to, loss of, any equipment, goods, articles or property brought to, or used at, the Event by the Licensee and its contractors. The Licensor accepts no responsibility for any goods, items or equipment left with an officer or employee of the Venue.

7.3 The Licensee shall indemnify and hold harmless, the Licensor, the Venues, officers, employees and agents in full against all loss, damages, claims, liabilities, costs and expenses suffered or incurred by such persons arising out of any claim whatsoever for any death of, or any injury caused to, any person, or any loss or damage to any property belonging to any person attending, or in connection with, the Event or arising from the Licence.

7.4 The Licensee will be required to demonstrate that adequate public liability insurance cover, not less than £5 million, is in place. Proof of the cover is required not less than one calendar month before the date of the Event. This insurance should include an “indemnity to principles” clause worded in such a manner that it will protect the interests of the Licensor if they are held legally liable as a result of an incident arising out of the Licensee’s use of the Venue. In addition, the insurance should not exclude liability for damage to any of the Venue/Abbey property whilst it is in the custody of or use by the Licensee (it is normally possible to arrange such cover by way of a “damage to hired or rented premises” extension).

7.5 The Licensor will not be liable for any loss, financial or otherwise, due to breakdown of equipment, failure of electric supply, Act of God, fire, flood, leakage of water, Government Legislation or police restriction, act of terrorism or other public disorder which may cause the Venue to be closed or the Event to be interrupted or cancelled. Any refund will be made at the Licensor’s discretion.

8.0 Fire Evacuation

8.1 It is the responsibility of the Licensor to ensure that adequate first aid provision is made at the Event.

8.2 The Licensor or Authorised Person is responsible for notifying the Licensee of the Fire Evacuation procedures at the Venue.

8.3 In the event of a Fire, Medical Emergency or Evacuation Procedure, the Licensor or Authorised Person will take control of the situation and the Licensee, Guests and Contractors will follow their instructions.

8.4 The following fire safety procedure must be followed in the event of a fire:

On discovering a fire, raise the alarm by alerting the Authorised Person, most likely a Marshal who will alert the Beadles on duty immediately.

In the event of an emergency the Marshal(s) on duty for the event will assist guests to exit the area as quickly as possible via the nearest available exit. Do not collect belongings and do not return to the building until you are instructed that it is safe to do so.

Marshals will be in radio contact with the Beadles who will coordinate emergency procedures. The Marshal in charge at the event has to report to the Beadles when the area is evacuated.

8.5 The Licensee is responsible for providing an accurate list of Guests and Staff on site for the Event which would be required in the event of an evacuation.

9.0 Cancellation

9.1 If the Licensee cancels the Event for any reason in advance of the date of the Event the following charges, plus any additional costs incurred will apply:

Time Period	***Fee Payable***
More than three months before the date of the Event	*Deposit retained, plus any additional costs incurred*
Less than three months before the date of the Event	*100% of the charge, plus any additional costs incurred*

9.2 The Licensor reserves in its absolute discretion the right to cancel immediately any booking for an Event or to terminate an Event without notice if it reasonably considers such Event to be contrary to the best interests of WAEL, the Dean and Chapter of Westminster and/or to be unethical or illegal. In such case it will not be under any liability to refund any monies paid or expended by the Licensee.

9.3 If the Licensor is affected by any circumstance beyond its reasonable control including but not limited to: riot, civil disaster, major State event in which the Abbey including the Abbey Church is involved, war, storm, fire, flood, strikes or an Act of Government ("Force Majeure"), it shall promptly notify the Licensee of the nature and exact circumstance of the Force Majeure. Notwithstanding any other provision of the Licence, the Licensor shall not be deemed to be in breach of this Licence or otherwise liable to the Licensee, for any delay in orchestration of the Licensee's Event or non-orchestration of the Event, that may be required as a result of the Force Majeure. The Licensor will however seek to find an alternative date when the Licensee's event may take place subject to the agreement of both parties, providing such a date can be found. Any Licence Charge will be charged at the Licensor's discretion.

9.4 Save as may be otherwise required by law or as set out in the Venue Standard Terms and Conditions of Hire, WAEL does not accept liability for your Event Guests or staff contracting covid 19 or any of its mutations. The Licensee takes full responsibility for ensuring that social distancing measures as set out in the prevailing Government guidance or otherwise are observed and enforced at their Event at the Venue. WAEL cannot accept any liability for the Licensee failing to ensure such social distancing at the Event Venue save as arising from their negligence.

9.5 In the event of a cancellation due to measures imposed by a competent authority which are required to be complied with by either party as a result of the COVID pandemic, the Licensor agrees to either defer the event to a later date as agreed by them at no additional cost, or to return the 100% hire fee if it has been received by them.

10.0 No Assignment

10.1 The Licence is personal to the Licensee who may not assign, sub-licence, share, hire or dispose of it in any way without the prior written consent of the Licensor.

10.2 The Licensee must submit in writing prior to the Event the names of all participants and their appointed contacts involved in the Event to the Licensor in order that the Licensor may contact such participants as and when necessary.

11.0 Governing Law

This Licence shall be governed in all respects by the laws of England and any dispute hereunder shall be subject to the exclusive jurisdiction of the English Courts.

12.0 Safeguarding process

Definitions

- A child is any person of 17years and below.
- A vulnerable adult /adult at risk mean the same thing and describes any adult who needs support to stay safe for reasons of age, disability, illness or mental capacity, or other care needs.
- Safeguarding is the processes, procedures and actions taken to ensure that children and vulnerable adults are kept safe, it is also the response given to specific occasions of neglect or abuse, either by commission or omission.

Any report, concern or observation that a child or vulnerable adult is being harmed, or may be at risk of harm, should be considered a safeguarding matter

- In the event of an emergency, or a direct threat to life or limb, emergency services should be contacted and Abbey Security staff alerted
- Children or vulnerable adults who attend Abbey premises as guests do so under the care of the organising company and the organising company retains the responsibility for the care of those children and vulnerable adults
- Safeguarding matters relating to children or vulnerable adults who are part of the party must be dealt with under the safeguarding policy of the; however, in the event of the safeguarding matter arising whilst on Abbey premises, the guest must also inform the Abbey of said safeguarding concern or incident.
- Guests who witness safeguarding matters not related to their own party, should alert Abbey staff at once, this will be a member of the Security team or a Visitor Experience staff member, or call the emergency services if there is a direct risk to life or limb.

VENUE-SPECIFIC TERMS AND CONDITIONS

A College Garden
B Cloisters
C Cellarium
D Queen's Diamond Jubilee Galleries

VENUE A - COLLEGE GARDEN
SPECIFIC TERMS AND CONDITIONS FOR COLLEGE GARDEN

1.0 Licence

1.1 Extended hire of College Garden is not available

1.2 Additional Set Up and De-rig:

a. If the Garden has to be closed to the visiting public to allow for considerable set up and de-rig, then the Licensee will be required to pay an additional fee per day. The closing of the Garden for this is strictly at the discretion of the Licensor only.

b. If the de-rig is considerable, it is at the Licensor's discretion to propose a next day get-out from 8am-9pm. An additional charge will be made to the Licensee if derig is required after 9am. The event diary may not always permit a next-day get-out and as such the Licensee must consider this when planning for the Event.

c. The Licensee must seek permission ten working days in advance of the Event if they would like to collect items relating to the Event the day following it.

2.0 Facilities and Conditions of Use

2.1 Access

a. Access for Guests is via a ramp from Great College Street and is suitable for assisted wheelchair access.

b. Due to the historical nature of the Venue, the ground in the Garden is uneven. It is the responsibility of the Licensee to ensure that Guests are advised to take care on entering the Venue this way.

2.2 Marquee (When available in certain months of the summer season only)

The Licensee has permission to use the marquee structure which is provided by the Licensor. If the Licensee has a case for further structures, permission will be required by the Licensor's representative and appropriate Authorised person, and a site visit will be needed. Details of further structures must be agreed in advance before signing the Licence.

2.3 Toilet facilities

Portakabin facilities are discretely situated in the Garden. It houses 1 x disabled unit with ramp, 2 x ladies toilets and 2 x men's urinals plus 1 x toilet. Sink and hand dryer facilities are also included in each unit. No other toilets are included for the Event use.

2.4 Vehicle Requirements and Deliveries

a. Delivery access route into the Garden is via the gate on Great College Street. This is a 'drop off' point only as parking is not permitted. It is the responsibility of the Licensee to ensure that the vehicle(s) is/are manned at all times and that the road is not blocked. It is the responsibility of the Licensee to get the relevant permissions from the police or council should they require parking or longer-term drop off access.

b. There is no other alternative access. Deliveries into the Garden must be overseen by the Licensor's representative or in their absence relevant Authorised Person. No unauthorised deliveries will be allowed on site.

2.5 Specific Conservation and Venue Rules

a. Due to the historical nature of the Abbey generally, the Garden and access to it specifically, the grounds, plants and structures must be treated with respect at all times.

b. It is strictly forbidden to tie or attach anything to the trees, branches or plants, or penetrate the grass with anything, unless permission has been granted in advance by the Licensor.

c. Smoking and vaping is not permitted anywhere on the premises, including the Garden.

d. It is the responsibility of the Licensee to ensure that any spillages on the pathways, and inside the marquee, caused by its Contractors or Guests are cleaned up as quickly as possible. All spillages must be reported to the Licensor or relevant Authorised Person.

e. It is strictly forbidden to use the compost heap for any kind of rubbish disposal relating to the Event.

f. Barbecues and gas heathers are not permitted anywhere on the premises, including the Garden

2.6 Entertainment and Amplification of Sound

a. Apart from speeches, amplified sound is not permitted in the Garden. If the Licensee has a case for an exception to the rule, the sound will be set at a level in consultation with the appropriate Licensor's representative, who has the final word. Details of the sound amplification providers must be passed to the Licensor's representative no later than ten working days before the date of the Event so that adequate liaison can take place.

b. The Licensee is to be aware that the Abbey is surrounded by residential property and Westminster School and as such must ensure that there is no noise after 11pm. Guests are therefore requested to depart by 10pm..

3.0 Fire Evacuation

3.1 There are no fire detectors in the Garden therefore the Fire Brigade has to be called immediately.

3.2 Evacuate as directed via Great College Street or Little Cloisters into Dean's Yard, which is the fire evacuation assembly point. In the event that any route is not passable, an Authorised Person will direct guests through the Abbey Church to the nearest external exit.

VENUE B - THE CLOISTERS
SPECIFIC TERMS AND CONDITIONS FOR THE CLOISTERS

1.0 Licence

Extended hire of the Cloisters is not available.

2.0 Facilities and Conditions of Use

2.1 Access

a. Access for Guests is via the Cloister entrance in Dean's Yard and is suitable for wheelchair access.

b. Due to the historical nature of the Venue, the floor both leading to and in the Cloisters, is uneven. It is the responsibility of the Licensee to ensure that Guests are advised to take care on entering the Venue this way.

2.2 Toilet facilities

The Cloister Venue includes the use of the Cloister toilets. No other toilets are included for the Event use.

2.3 Vehicle Requirements and Deliveries

a. Delivery access route into the Venue is via the Cloister entrance from Dean's Yard used as a drop off / collection point only. This is also a public access route and due care and attention must be given to visitors, staff and residents.

b. There is no other alternative access. Deliveries into the Cloisters must be overseen by the Licensor's Representative or in their absence a relevant Authorised Person. No unauthorised deliveries will be allowed on site.

2.4 Specific Conservation and Venue Rules

a. Should the Licensee want to place anything on the surfaces in the East Cloister, full details must be submitted to the Licensor's Representative ten working days in advance of the Event. Any such proposal is subject to the approval of the Licensor or such person nominated by them.

b. It is forbidden for Guests to enter the Cloister Garth.

c. It is strictly forbidden to take food and drink into the Abbey Church.

d. Smoking and vaping is not permitted anywhere in the Abbey.

e. Gas heathers are not permitted anywhere on the premises, including the Cloisters

2.5 Entertainment and Amplification of Sound

a. Amplified sound may be played at 72DP. If the Licensee has a case for an exception to the rule, the sound will be set at a level in consultation with the appropriate Licensor's Representative, who has the final word. Details of the sound amplification providers must be passed to the Licensor's Representative no later than ten working days before the date of the Event so that adequate liaison can take place.

b. The Licensee is to be aware that the Venue is surrounded by residential property and Westminster School and as such must ensure that there is no noise after 11pm at night. Extended hire of the Cloisters is not available.

3.0 Fire Evacuation

3.1 There are no fire detectors in the Cloister Venue therefore the Fire Brigade has to be called immediately.

3.2 Evacuate as directed via the Cloister entrance into Dean's Yard, which is the fire evacuation assembly point. In the event that any route is not passable, an Authorised Person will direct guests through the Abbey Church to the nearest external exit.

VENUE C - THE CELLARIUM
SPECIFIC TERMS AND CONDITIONS FOR THE CELLARIUM

1.0 Licence

Extended hire of the Cellarium is not available.

2.0 Facilities and Conditions of Use

2.1 Access

a. There is lift access and full wheelchair access to the venue. Access is via the Cloister entrance in Dean's Yard. It is the responsibility of the Licensee to ensure that the Licensor's Representative is notified in advance if a disabled guest is attending.

b. Due to the historical nature of the Venue, the floor both leading to and in the Cellarium is uneven. It is the responsibility of the Licensee to ensure that Guests are advised to take care on entering the Venue this way.

2.2 Toilet facilities

The Cellarium Venue includes the use of the Cellarium toilets. No other toilets are included for the Event use.

2.3 Vehicle Requirements and Deliveries

a. Delivery access route into the Venue is via the Cloister entrance from Dean's Yard used as a drop off / collection point only. This is also a public access route and due care and attention must be given to visitors, staff and residents.

b. There is no other alternative access. Deliveries into the Cellarium must be overseen by the Licensor's Representative or in their absence relevant Authorised Person. No unauthorised deliveries will be allowed on site.

2.4 Specific Conservation and Venue Rules

a. Should the Licensee want to place anything on the surfaces in the Cellarium, full details must be submitted to the Licensor's Representative ten working days in advance of the Event. Any such proposal is subject to the approval of the Licensor or such person nominated by them.

b. It is strictly forbidden to take food and drink into the Abbey Church.

c. No smoking is permitted anywhere in the Abbey.

2.5 Entertainment and Amplification of Sound

a. Amplified sound may be played at 72DP. If the Licensee has a case for an exception to the rule, the sound will be set at a level in consultation with the appropriate Licensor's Representative, who has the final word. Details of the sound amplification providers must be passed to the Licensor's Representative no later than ten working days before the date of the Event so that adequate liaison can take place.

b. The Licensee is to be aware that the Venue is surrounded by residential property and Westminster School and as such must ensure that there is no noise after 11pm at night. Extended hire of the Cellarium is not available.

3.0 Fire Evacuation

3.1 The fire detectors in the Cellarium produce a continuous alarm.

3.2 Evacuate as directed via the Cloister entrance into Dean's Yard, which is the fire evacuation assembly point. In the event that any route is not passable, an Authorised Person will direct guests through Chapter Office into Dean's Yard.

VENUE E – QUEEN'S DIAMOND JUBILEE GALLERIES
SPECIFIC TERMS AND CONDITIONS FOR THE GALLERIES

1.0 Licence

Extended hire of the Galleries is not available.

2.0 Facilities and Conditions of Use

2.1 Access

a. There is lift access and full wheelchair access to the venue. Access is via the Cloister entrance in Dean's Yard. It is the responsibility of the Licensee to ensure that the Licensor's Representative is notified in advance if a disabled guest is attending. In this case an alternative route will be provide.

b. Due to the historical nature of the Venue, the floor both leading to and in the Cloisters, is uneven. It is the responsibility of the Licensee to ensure that Guests are advised to take care on entering the Venue this way.

2.2 Toilet facilities

The Galleries Venue includes the use of the Galleries toilets. No other toilets are included for the Event use.

2.3 Vehicle Requirements and Deliveries

a. Delivery access route into the Venue is via Poets Yard used as a drop off / collection point only.

b. There is no other alternative access. Deliveries into the Galleries must be overseen by the Licensor's Representative or in their absence a relevant Authorised Person. No unauthorised deliveries will be allowed on site.

2.4 Specific Conservation and Venue Rules

a. No additional lighting and heating is permitted anywhere in the Galleries

b. It is strictly forbidden to take food and drink into the Abbey Church.

c. Smoking and vaping is not permitted anywhere in the Abbey.

d. Decorations such as naked flames, floral displays, glitter, party poppers or confetti are strictly prohibited. Nothing should be stacked, or leaned against anything in the galleries including the historic objects, glass display cases, monuments, and walls. Nothing may be physically attached to Abbey property or contents.

2.5 Entertainment and Amplification of Sound

a. With the exception of speeches, amplified and acoustic sound is not permitted in the Galleries.

b. The Licensee is to be aware that the Venue forms part of a working Church and as such must ensure that there is no noise after 10pm at night. Extended licence is not permitted in the Galleries.

3.0 Fire Evacuation

3.1 The fire detectors in the Galleries produce a continuous non-audible alarm.

3.2 Evacuate as directed via the main staircase, back to the ground floor and out of the QDJG lobby door in to Poets Yard, which is the fire evacuation assembly point. In the event that any route is not passable, an Authorised Person will direct guests through the Abbey Church to the nearest external exit.