

STANDARD CONDITIONS

for the hire and use of London Museum
and London Museum Docklands as
referred to in the Confirmation

1. AGREED TERMS

Unless the context otherwise states or requires, all capitalised words used in this Agreement shall have the meanings set out below:

“**Access Routes**” means such routes for access to and from the Venue as are notified to the Hirer by the Event Manager.

“**Agreement**” means this Agreement between the London Museum and Hirer and any other documents expressly incorporated by reference.

“**Authorised Officer**” means the Board’s Event Manager, Duty Manager or any other employee or representative or Agent of the Board or Company notified to the Hirer.

“**Board**” means the Board of Governors of the Museum of London (a charity registered under the name ‘Museum of London’ with charity no. 1139250).

“**Company**” means The London Museum (Trading) Limited, company number 5423292, whose registered office is at 150 London Wall, London EC2Y 5HN.

“**Covid-19 Pandemic**” means the coronavirus pandemic of coronavirus disease 2019 (COVID-19), caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which was recognized as a pandemic by the World Health Organization on 11 March 2020 or any subsequent mutation or other associated development thereof.

“**Duty Manager**” means the individual with overall health and safety responsibility for the Museum during the Event.

“**Event**” means the event as stated in the Agreement.

“**Event Guests**” means those people invited by the Hirer to attend the Event.

“**Event Manager**” means the person who is identified as the Board’s main point of contact during the Event to ensure the correct delivery of the Board and Company’s obligations herein.

“**Government Restriction**” means any restriction relating to the Covid-19 Pandemic, or any emergency, introduced by the Government of the United Kingdom whether through statute, order or regulation or otherwise which prevents the Event from taking place.

“**Hirer**” means the person / organisation named in the Agreement.

“**Museum**” refers to the London Museum, located either at 150 London Wall, London

EC2Y 5HN or The London Museum Docklands located at No 1 Warehouse, West India Quay, London E14 4AL as identified in the Agreement.

“**On-Site Catering Partner**” means Benugo at the Museum’s London Wall site and Bovingdons at the Docklands site.

“**Venue**” means the Event spaces and galleries as detailed in the Agreement.

“**Working Days**” means (for the purpose of Clauses 6 & 18) Monday to Friday (inclusive) save for recognised Bank or Public Holidays as recognised under the Law of England and Wales which will not be regarded as working days.

2. APPLICATION FOR HIRE

The Museum houses items of great importance. Applications for use of the Venue for the Event are accepted only if the Event is considered by the Authorised Officer to be reasonable and appropriate for the Museum as a venue. The Museum reserves the right to refuse any application whatsoever. Any permission granted is given on the basis of the details provided by the Hirer. Any failure by the Hirer to comply with the requirement of full disclosure may lead to the cancellation of the Event

3. PERMISSION

3.1 The Hirer will have exclusive use of the Venue for the purpose only of the Event.

3.2 The maximum number of people permitted to attend the Event is to be agreed with the Authorised Officer.

4. DISCLOSURE

4.1 The Hirer confirms having fully and fairly disclosed the purpose for which the Venue is required including but not limited to the number of proposed Event Guests; the full name and address of the end client (if any) for whom the Hirer is acting and the nature of the end client’s business, the nature and purpose of the Event; details of the proposed supply of food and alcohol; the name of any proposed caterer or licence and any entertainment or special events which may constitute a special risk to the Venue including but not limited to special lighting effects.

4.2 Without prejudice to Clause 18 below any misrepresentation by the Hirer may result in cancellation of the Event at any time by the Company. In such event any deposit paid will be forfeit to the Company and if the Company is unable after such cancellation to arrange an alternative Hirer of the Venue for the date and time of the Event the Company reserves the right to require that all Hire Charges for the Event be paid in full.

5. HIRER’S OBLIGATIONS

5.1 The Hirer agrees and undertakes as follows:-

5.1.1 To adequately describe the purpose, nature, layout, content, timings and planned attendance of the Event in the venue(s) hired at time of booking and to submit subsequent changes in writing to the Authorised Officer for the Company’s prior approval no less than 48 hours before the start time of the Event;

- 5.1.2 That it has examined the Venue or otherwise satisfied itself that the Venue is suitable and sufficient for the Event, noting that future exhibitions can be installed in the Venue and will alter the aesthetic of the space. Removal of exhibition marketing and equipment will only be permitted at the Hirers costs and with written permission from the Event Manager;
- 5.1.3 To ensure that all persons attending the Event use only the Venue and Access Routes and do not go on to adjoining parts of the Museum;
- 5.1.4 To ensure that there is no contravention of the provisions of any Sunday trading legislation or other relevant statutory licensing laws in relation to matters including but not limited to music, dancing, gaming and consumption of alcohol for the time being in force. The Hirer shall also ensure that all copyright licences are obtained prior to the performance of any copyright work;
- 5.1.5 Without prejudice to the generality of Clause 5.1.4 above, to ensure that there is no contravention of the relevant premises licence granted to the Board;
- 5.1.6 Not to (and to ensure that no Event Guests, agent or contractor of the Hirer) tamper with any gas, electrical or water installations and to ensure that (unless the Event Manager has given previous written consent) no appliance or apparatus is connected to the existing electrical system;
- 5.1.7 Not to bring excisable liquor into the Museum without the previous written permission of the Event Manager;
- 5.1.8 To remove from the Venue after the Event all litter, equipment or items used and to ensure that the Venue and Access Routes are both during and after the Event kept unobstructed and in a clean and tidy condition to the satisfaction of the Event Manager;
- 5.1.9 To keep proper order which shall include (without limitation) a requirement to nominate a responsible person who will have overall responsibility for the compliance with these Conditions to liaise with the Event Manager, who will be available for an hour before, during and an hour after the Event, to deal with enquiries and emergencies and to ensure that all persons attending the Event comply with any instructions they may receive from any Authorised Officer appointed by the Event Manager;
- 5.1.10 Not to interfere or cause disturbance to other occupants of or users of or visitors to the Museum nor cause any disturbance annoyance or nuisance to any adjoining owner or occupiers or others in the vicinity of the Museum and to observe and comply with any restrictions imposed by the Authorised Officer
- 5.1.11 To ensure that the presence of any person attending as an Event Guest or otherwise in connection with the Event and any equipment or apparatus shall not interfere in any way with the normal access or availability of the Museum to the Board, its employees, agents, contractors, users or visitors;
- 5.1.12 To take every reasonable care to ensure the proper and careful use of the Venue and to draw the attention of the Event Manager to any element associated with the Event which may constitute a special risk of whatever kind to the Venue. Naked flame and lasers are not permitted in the Venue nor the attachment of any item to any part of the fabric of the building. When in doubt as to whether any part of the Event may constitute a special risk the Hirer must seek advice from the Event Manager;
- 5.1.13 To ensure that the maximum permitted number of Event Guests who are to attend the Event is not exceeded in any circumstances;

- 5.1.14 To provide proper and adequate supervision and control of the Event including:-
- (a) Assisting the Event Manager with the orderly and safe admission and departure of persons to and from the Venue;
 - (b) The preservation of good order and decency in the Venue;
 - (c) Ensuring that all doors giving access to and egress from the Venue are left unfastened and unobstructed and immediately available for exits;
 - (d) Ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the Venue;
 - (e) Notifying the Event Manager in event of an accident or injury to any Event Guest or agent of the Hirer as soon as possible;
 - (f) Reporting of any failure of equipment either that belongs to the Board or is brought in to the Museum by the Hirer as soon as possible;
 - (g) Only caterers from the approved suppliers list may cater for the Event unless authorised in writing by the Event Manager;
 - (h) The Board provides standard security for each Event, but where the Board deems it necessary for additional security to be provided, additional security will be hired at the Hirers expense;
 - (i) The Hirer will ensure that caterers, production companies and other suppliers comply with terms of this agreement pre, during and post Event.

5.2 VENUE HIRE PAYMENT TERMS

5.2.1 All prices quoted are exclusive of VAT, which shall be payable at the rate(s) ruling at the date of invoice.

5.2.2 Venue Hire 0 – 3 Months Prior - The Hirer shall remit to the Company a pre-payment to the value of 100% of the Total Charges or as otherwise specified in writing by the Company at the time the Hirer confirms the Event with the Authorised Officer. Cleared funds will need to have been received before the Event can take place meaning that the Hirer may need to pay by credit card or BACS payment for short notice bookings.

Confirmation of bookings **between 3 months and 6 weeks** before Event date:

Payment due 30 days before Event date

Confirmation of bookings **between 6 weeks and 2 weeks** before Event date:

Payment due 1 week before Event date

Confirmation of bookings **less than 2 weeks** before Event date:

Payment due within 48 hours of confirmation

Confirmation of bookings **less than 3 days** before Event date:

Payment due immediately

5.2.3 Venue Hire 3 Months or greater Prior - The Hirer shall remit to the Company a pre-payment to the value of 50% of the anticipated Hire, or as otherwise specified in writing by the Authorised Officer, at the time of confirmation. The 50% balance will be due 30 days prior to the Event date.

5.2.4 An invoice for any extra services requested by the Hirer and provided by the Company will be issued on conclusion of the Event and shall be paid within 30 days from the date of invoice.

5.2.5 All charges unpaid after their respective final date for payment shall bear interest on the amounts outstanding from time to time at a rate of 2.5% above the rate of Lloyds TSB Bank plc.

5.2.6 The Company reserves the right to suspend or cancel the Event if payment dates are not adhered to.

5.3 CATERING/OTHER SUPPLIERS AND RELATED TERMS

5.3.1 Daytime Events (between 07:00 and 17:00)

(a) For daytime Events the Hirer is required to contract the services of the On-Site Catering Partner and will be provided with their standard catering menus and contact details to facilitate a smooth and coordinated planning process. Where discussion, changes, additional options or resolution of issues is required the Hirer will progress these directly with the On-Site Catering Partner. The Company will be kept informed by the On-Site Catering Partner of any orders made.

(b) For daytime Events, as with Total Charges, charges related to catering need to be received as cleared funds prior to the Event, as per the On-Site Catering Partner's own terms and conditions, meaning that the Hirer may need to pay by credit cards or BACS payment for short notice bookings. The On-Site Catering Partner will invoice the Hirer directly (except when a 'Day Delegate Rate' is booked, see section 'c' below). In the case of late or non-payment, the Company will be informed and catering will not be provided for the Event. Hire charges for the Event will still apply. The exception to this will be the signed agreement for additional items consumed on the day of the Event. This agreement will be signed by the On-Site Catering Partner and the Hirer so that the amount can be invoiced post-event if payment cannot be made by credit card on the day.

(c) For Events booked on a 'Day Delegate Rate' basis, the Company will invoice for the Total Charges of the Event. The Hirer will liaise with the On-Site Catering Partner in choosing menus that form part of the day delegate rate. Any subsequent signed orders including for items consumed on the day of the Event will be passed to the Company by the On-Site Catering Partner for invoicing.

(d) Where payments are received on the day from the Hirer the Event Manager will issue a receipt.

5.3.2 Evening Events (between 17:00 and 01:00)

For evening Events the Hirer is required to contract with suppliers from the Company's approved list unless otherwise agreed by the Authorised Officer. The suppliers will invoice the Hirer directly rather than via the Company.

5.3.3 Package Events (special/ seasonal package offers)

(a) For package events the Hirer will be provided with the Catering Partner's standard catering menus and contact details to facilitate a smooth and coordinated planning process. Where discussion, changes, additional options or resolution of issues is required the Hirer will progress these directly with the Catering Partner. The Company will be kept informed by the Catering Partner of any orders made

(b) For package events, the Company will invoice for the Total Charges of the Event. The Hirer will liaise with the Catering Partner providing the package in choosing menus that form the package. Any subsequent signed orders including for items consumed on the day of the Event will be passed to the Company by the Catering Partner for invoicing.

5.3.4 All Events

The museum is committed to sensible drinking and as part of the premises licence, no alcohol may be served without an appropriate amount of food as an accompaniment.

6. LICENCES

6.1 As stated in Clause 4 above, the Hirer shall disclose all such details about the Event to the Authorised Officer who will provide information as to the licences necessary to ensure full compliance with the laws and by-laws which govern the Museum and the Event. The Hirer shall be fully responsible for the application for and compliance with such licences.

6.2 The Hirer shall produce such licences to the Authorised Officer not less than ten (10) working days before the date of the Event.

7. NO SMOKING

The Museum operates a no-smoking policy in all areas of the Venue and the Hirer will ensure that all Event Guests comply with and strictly observe this policy. When authorised to use designated smoking areas belonging to the Venue by the Authorised Officer, the Hirer will be responsible for management of the area including provision and removal of smoking bins and associated cleaning.

8. DAMAGE DEPOSIT

The Hirer accepts full responsibility for any loss or damage to any property real or personal at the Venue and at the time of signing the Agreement, if required by the Company, pay such amount as the Company considers necessary, which the Company at its discretion shall keep towards the cost of any damage caused at the Event or to the Venue by the Hirer or any Event Guest, agent or operative of the Hirer. The deposit or part of it shall be refunded upon the Event Manager's approval. Irrespective of such deposit, the Company reserves the right to claim in full from the Hirer the cost of any repairs resulting from damage caused by the Hirer or the Event Guests, agents or operatives.

9. SUB-LETTING

Under no circumstances shall the Hirer sub-let or further offer for hire to third parties any of the Venue for which the application for hire has been made.

10. TICKETS AND/OR INVITATION SALES

The Hirer must fully disclose the range of people to whom invitations or tickets will be given or sold and if tickets are to be sold, the specific means by which this is to be done. Under no circumstances may the Event or ticket sales be advertised to the general public

in national or local circulation papers or magazines or in posters or handbills without the form and content of such advertising being previously approved in writing by the Authorised Officer. In situations where this approval is granted the Hirer shall submit advertising material for approval prior to its publication and comply with the Museum's brand guidelines should the Museum wish its logo to be included in these materials.

11. STATUTORY REQUIREMENTS

11.1 The Hirer will comply with all Statutory requirements including without limitation any Health and Safety legislation current at the date of the Event, especially in respect of the operation of any equipment which is brought to the Event any furniture owned by the Board/Museum and moved or relocated within the Event. The Board accepts no liability for injury or damage caused by such movement of furniture.

11.2 The Hirer must not do or permit any act which would or might constitute a breach of any statutory requirement affecting the Museum or which would or might vitiate in whole or in part any insurance effected in respect of the Museum.

12. EMERGENCY PROCEDURES

12.1 The Hirer will comply with the Museum's Emergency Procedures (for both Front and Back of House Staff) in the event of a bomb or fire alert or any other emergency occurrence detailed in Sections 1 to 9 of the Emergency Procedures. A copy of the Front of House and Back of House Emergency Procedures will be made available by the Event Manager prior to the Event.

12.2 For the avoidance of doubt the Duty Manager at the Event will assume full responsibility for evacuation procedures in the event of an emergency.

13. CONFIDENTIALTY/PUBLICITY

13.1 The Hirer will not advertise, or publicly announce that they are booking the Event at the Museum's premises, nor will there be any press release made, or statement, or advertisement or placement of information on social media websites (intended as Facebook, Twitter or any such other similar site), without the prior written consent of the Company acting through the Event Manager.

13.2 Any information depicting or relating to the Museum including images, logos or text (whether held electronically or not) in any way incorporating, or reflecting, any information relating to the Event shall belong exclusively to the Company and the Hirer agrees to turn over all copies of such materials in its possession or control to the Company upon a request made through the Event Manager, or upon completion of the Event, or earlier termination of this agreement, at the discretion of the Event Manager.

13.3 Despite any express authorisation given by the Company in sub-clause 13.1, the Board and the Company will accept no liability whatsoever relating to any misuse of information, images, statements or other communication in whatever form, that is externalised by the Hirer its Event Guests, any staff, suppliers or contractors during before after or in any way connected with the Event.

14. PERMISSION TO FILM AND/OR BROADCAST

The Hirer shall not film or broadcast at any time during the Event or in any part of the Museum without permission of the Company acting through the Event Manager.

15. EVENT TIMES & CONTROL OF THE EVENTS

15.1 Preparations for an evening Event will not be permitted to start in the galleries before 18:00 unless approval has been given in writing by the Event Manager who will specify areas and limits to such areas in which preparations for the Event by caterers or other specified Event staff may take place.

15.2 For Events using an external caterer, access to the onsite kitchen is available from 16:30 at an agreed fee and by written agreement with the Event Manager. It is the Hirer's responsibility to ensure that suppliers comply with the Museum's regulations for using the onsite kitchen as set out by the Event Manager.

15.3 Event Guests attending an evening Event in the galleries will not be admitted before 18:30 unless approval for earlier arrival time has been given in writing by the Event Manager.

15.4 The time stated in the Agreement by the Authorised Officer at which the Event must finish is to be strictly adhered to; all Event Guests must have left the Venue by that time. Bars must stop serving 20 minutes (or 30 minutes where dinner has also been served) before the Event is due to end and any music or other entertainment must stop 15 minutes before the Event is due to end or before any licence expire (whichever shall be the earlier). The Hirer must ensure that any equipment utilised for the Event is cleared from the Museum within 30 minutes of the end time stated in the Agreement in accordance with the instructions of the Event Manager. The Hirer has the right to hire additional hours for longer load-outs at a fee agreed with the Authorised Officer.

15.5 The Hirer shall comply with all instructions given by the Event Manager or Duty Manager and (during the progress of any Event) by any member of Security or Visitor Experience staff. The Board reserves the right to eject from the Museum any person who in the reasonable opinion of the Event Manager or the warding staff is acting in an unacceptable manner.

16. INSURANCE AND LIABILITY

16.1 The Hirer will be responsible for all loss of or damage to property at the Museum and for death or injury to any persons and/or loss of or damage to any goods, articles or property of any kind arising in connection with the Event caused by or in consequence of any act or omission on the part of the Hirer its agents, employees, contractors, Event Guests, operatives or invitees and hereby indemnifies and will keep indemnified the Board against all such death, injury, loss or damage.

16.2 The Board maintains for its own benefit public liability insurance and requires that the Hirer takes out its own public liability insurance with a value of at least ten million pounds.

16.3 The Hirer shall ensure that they and any contractors employed in relation to the Event, shall carry suitable and sufficient insurance relevant to the activity for which they are employed including appropriate Employers' Liability Insurance.

16.4 Such policy or policies and if necessary the current premium renewal receipt for the same shall be produced to the Event Manager if requested.

17. RIGHT TO ENTER

The Board reserves the right for the Authorised Officer, the warding staff, as appointed by the Board, or other persons so authorised by the Authorised Officer to enter any part of the hired Venue at any time during the Event.

18. CANCELLATION

18.1 The Hirer may only terminate an Event by notice in writing to the Company. If the Event is cancelled by the Hirer, the Company will levy the following cancellation charges which the Hirer hereby agrees:

(a) 100% of the Total Charges will be payable and retained by the Company if the cancellation occurs 60 days or less prior to the Event Date.

(b) 50% of the Total Charges will be payable and retained by the Company if the cancellation occurs 61 days or more prior to the Event Date.

18.2 If the Venue should be unavailable for any reason then without prejudice to and prior to exercising its right of termination under Clause 24.2 the Company will use reasonable endeavours to provide a suitable alternative venue within the Museum for the Event.

18.3 The Company shall bear no liability whatsoever in exercising its rights pursuant to Sub-Clause 18.2.

18A. COVID 19 POSTPONEMENT POLICY

If an Event is unable to go ahead due solely and directly to a national lockdown or Museum closure imposed by the Government due to Covid-19 restrictions on the Event date(s) stated in the Agreement, the following provisions will apply:

(a) both parties shall negotiate in good faith to find an alternative date for the Event before the end of the following March, working on the assumption that the relevant restriction will have been lifted;

(b) if the parties are unable to find an alternative date for the Event then the Hirer shall be entitled to cancel the booking and receive a full refund, minus any costs the Museum has already incurred in preparing for the Event;

(d) for the avoidance of doubt if the relevant party is prevented from proceeding (or otherwise chooses not to proceed) with the Event for reasons other than the closure of the Museum as a result of Government Restrictions, the cancellation provisions contained in Clause 18 will apply;

(e) if there is a conflict or inconsistency between the provisions of this Clause 18A and those of Clause 23 (Force Majeure), the terms of this Clause 18A shall prevail to the extent of any such conflict or inconsistency.

19. HIRER'S ITEMS/ARTICLES

19.1 The Board and the Company will not accept responsibility for loss of or damage to any items or articles brought to the Museum by the Hirer or any Event Guests, agents or contractors of the Hirer or for any item or articles left at the Museum following the conclusion of an Event nor for the safe-keeping of stored articles which are stored at the sole risk of the Hirer.

19.2 The Hirer hereby indemnifies the Board and Company against loss of or damage to any item/article belonging to the Hirer or any of the Event Guests.

20. HANDLING FEE

In the event that the Company agrees to purchase or supply goods or services from a third party on the Hirer's behalf, the Hirer shall pay to the Company a 20% handling charge calculated against the total invoiced cost of such goods or services exclusive of VAT in addition to the invoiced costs of such goods or services. If the Hirer cancels the Event for any reason any invoiced costs and the handling charges must be paid in full.

21. NOTICE

Any notice to be served under this Agreement shall be in writing and served upon the recipient at its address as hereinbefore set out (or such other address as may be notified for this purpose) either by hand, first class inland letter or facsimile and shall be deemed served 48 hours after posting if sent by post, on delivery if delivered by hand and on completion of transmission if sent by facsimile.

22. NO ASSIGNMENT

This agreement is personal to the Hirer who may not assign, share, hire or dispose of it in any way without the prior written consent of the Authorised Officer.

23. FORCE MAJEURE

Neither party shall be in breach of this Agreement if there is any, total or partial failure of performance by it of its duties and obligations under this Agreement occasioned by any act of God, fire, act of Government or State, act of third party war, civil commotion, insurrection, act of terrorism, embargo, a failure of the supply of utilities to the Venue or part of it such as in the opinion of the Company to render the Venue unusable or any other reason beyond the control of either party. If either party is unable to perform its duties and obligations under this Agreement as a direct result of the effect of one of those reasons that party shall give written notice to the other of the inability which sets out full details of the reasons thereof.

24. TERMINATION

24.1 This Clause 24 is subject to the provisions of Clause 18A.

24.2 If for reasons beyond the control of the Company (it having used all reasonable endeavours to avoid the same) it becomes necessary to close the Museum or cancel the Event the Company may (without prejudice to the rights and remedies of either party in

respect of any prior breach of this Agreement by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the Hirer and in that event the Company shall unless there has been a breach of any of the conditions of this Agreement return the full amount paid for the use of the Venue but the Hirer and other persons attending the Event shall have no further claim whatsoever against the Company or Board in respect of such termination of the Agreement.

24.3 In any event and notwithstanding anything in this Agreement neither the Company nor the Board will be liable to the Hirer, its Event Guests, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputation to the Hirer in the event of cancellation of the Event or termination of this Agreement by the Board.

25. ENGLISH LAW

This Agreement shall be governed by the Laws of England and Wales and the parties hereby submit to the jurisdiction of the English Courts.

26. STATUTORY RIGHTS

This Agreement creates no binding relationship between the parties hereto in relation to further bookings nor confers on the Hirer any statutory rights under the Landlord and Tenant Acts.

27. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

Notwithstanding any other provision herein contained nothing in this Agreement for Hire confers or purports to confer any right to enforce any of its terms pursuant to the Contracts (Rights of Third Parties) Act 1999 on any person who is not a party hereto.

28. DISCRIMINATION

28.1 The Hirer shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 or Schedules 6 and 8 of the Employment Equality (Age) Regulations 2006.

28.2 The Hirer shall comply with the Museum's Equal Opportunities in Employment Policy. Copies of the Equal Opportunities Policy shall be provided by the Museum to the Hirer upon request by the Hirer.

29. FREEDOM OF INFORMATION ACT

29.1 The Board is subject to the provisions of The Freedom of Information Act 2000 (FoIA) and the Environmental Information Regulations 2004 (EIR), as such the Hirer acknowledges that the Board may be obliged to disclose information relating to this Agreement;

29.2 To the extent that the FoIA or EIR applies to this Agreement the Hirer shall provide such information as requested, provided always that the same does not fall within the exempt information categories thereof, in accordance with the specified timescale, and

in the form or format as shall have been agreed with the Board. Upon receipt of a request for information, the Museum shall, wherever possible, consult with the Hirer and take into account its views on disclosure and the applicability of any exemptions.

30. DATA PROTECTION

The Board is registered to process personal data under the Data Protection Act 2018 the Hirer acknowledges this and will, in the event that this Agreement requires it to process personal data comply in all respects with the Data Protection Act 2018 and do nothing to cause the Board to fail in its obligations under the same.

31. THE CONTRACT

The contract shall consist of the Agreement, these Standard Conditions and any special conditions agreed between the parties and set out in the Agreement.