

Stephen Joseph Theatre venue hire – terms & conditions

1. Entry to the venue before 9am is by prior arrangement only, which must be 24 hours before the booked event.
2. Any technical needs of the event to be organised at least 1 week in advance.
3. Use of any Room is by permission of the Stephen Joseph Theatre (SJT) who reserves the right to refuse any booking or admission at their discretion.
4. By confirming the booking verbally, by email or by letter, the Client has agreed to the terms and conditions of the booking.
5. There will be no cancellation charge up to 1 week prior to the booked event, after this full payment for the room hire and any ordered goods must be paid in full.
6. The Client acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the Client and/ or guests and that the Client is responsible for insuring such property and accordingly. The SJT excludes liability for losses.
7. The Client shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of Management and with all applicable laws and regulations. The SJT reserves the right to exclude or eject, as it thinks reasonable, any persons from the function, the Room or the premises of the SJT.
8. A deposit may be required in some instances.
9. Any access needs, dietary requirements or special requests should be made clear at the time of booking.
10. The SJT reserve the right to change the location of the venue (within the building) should circumstance require it.
11. If for any reason beyond the control of the SJT an event may be cancelled with no liability of any nature. In no event shall the SJT be liable for consequential damages of any nature for any reason whatsoever.
12. The SJT reserves the right to cancel the booking forthwith and without any liability on its part in the event of the Client failing to perform any of the obligations contained within these terms and conditions
13. The SJT does not endorse or support the meeting programmes and/or content of any external function held its premises.
14. The use of the SJT logo or any other branding by external organisations is not allowed. Permission is required for all photographs, filming and video taping within the SJT 's premises.
15. The Client shall not sub-let the hired rooms or any part thereof without written consent from the SJT.
16. The details of the client will be held by the SJT on its computer database for use by its accounts department for maintaining proper records and by the Events Office for marketing purposes. It will not be passed onto any third parties.

17. Only food and drink provided by the SJT/Peppers Restaurant is allowed to be consumed on the premises.
18. The client will be invoiced after the event has taken place. We allow 14 days credit from the date of invoice for settlement by cash, cheque or bank transfer.