



Soho Live Venues Limited  
(Co. No 13440166)  
16 Carlisle Street  
London, W1D 3BT  
(VAT No 422725905)

# TERMS & CONDITIONS FOR PRIVATE HIRE BOOKINGS AT SOHO LIVE MUSIC CLUB

## Terms and conditions for private events at Soho Live Music Club

These terms and conditions apply to all Soho Live Music Club venues, managed by Soho Live Venues Limited, including but not limited to, The Piano Bar Soho at 16 Carlisle Street, Soho, W1D 3BT and Alfie's Soho at 49 Greek Street, Soho, W1D 4EG. These terms are automatically agreed upon when the initial or partial Booking Deposit is received. Please read carefully as they are binding to your Booking Deposit and your booking as a whole.

### FACILITIES AND TIMINGS

- Soho Live Music Club will provide the facilities and services as described in your correspondence with our Event Organiser.
- For bookings over four hours, access to the venue is granted ONLY half an hour before the event for setup and half an hour after for breakdown, unless otherwise agreed. For bookings under four hours, there is no additional timing or access available unless agreed in advance.
- Licence extensions are subject to Westminster Council approval and are limited in availability. This must be agreed with Soho Live Music Club, the Operator.
- Delivery times must be pre-arranged with Soho Live Music Club, otherwise any delivery will not be accepted.
- Access to areas, rooms and facilities outside of the pre-arranged event must be agreed in advance. This includes our rooftop terrace and our other outside spaces, which must be specifically itemised in the Booking Invoice.

### PRIVATE HIRE CHARGE AND MINIMUM SPEND

- Private Hire Charges apply solely to the rooms booked for your event.
- Private room hire does not grant non-members access to other areas of our Members Club unless specified.
- Any shortfall from the initial quote will be charged as Private Event Hire and is non-refundable.
- Quotes are based on initial enquiry details. Changes in guest numbers or timings may revise the quote. Reducing or increasing guest numbers less than 14 days before the event may incur additional fees.
- The number of attendees must be confirmed 7 days prior to the event.

### DEPOSITS AND PAYMENTS

- An initial Booking Deposit, as stated on the deposit invoice, is required to confirm your event and is payable on receipt of the invoice. For events more than 90 days in the future, a partial deposit may be agreed to secure the booking, with the rest of the deposit paid 90 days before the event.
- The remaining balance for the Private Hire booking is due 30 days before the event, unless otherwise agreed.
- All payments are pre-paid. The Booking Deposit is redeemable against the final bill.
- We accept credit card payments and bank transfers for deposits. All events will receive a deposit invoice.
- Outstanding bills must be settled on the event day. Unless additional guarantees are in place, bar tabs will be settled in £500 increments. Not settling in these increments may stop service during the event with no compensation. Post-event invoicing is not available.
- Late payments may incur statutory interest at 8% above the Bank of England base rate.

### DAMAGES DEPOSIT

- Certain events require a refundable Damages Deposit, notified at the time of booking and payable with the final balance.
- We inspect the venue within 24 hours of the event and return the Damages Deposit in full within 10 working days, less any deductions for damage, property loss or additional cleaning. We provide an itemised statement with photographic evidence of any deduction.
- Where damage exceeds the Damages Deposit, the balance remains payable within 14 days of invoice.

### CANCELLATION

- Cancellation with more than 90 days' notice: 50% of the Booking Deposit is refunded and 50% is retained.
- Cancellation with 90 days' notice or less: the Booking Deposit is non-refundable in full.
- Cancellation with 30 days' notice or less: all sums paid, including the Private Hire balance and any pre-purchased items, are retained.
- Cancellation with 20 days' notice or less may also incur a food wastage charge.
- In case of a force majeure event, a full refund is provided.
- Date changes will be accommodated where possible. Non-refundable and non-transferable expenses remain the client's responsibility. Last minute changes may impact event quality.

### DECORATIONS AND CUSTOMISATIONS

Any decoration or venue customisation needs to be agreed in advance with the Event Organiser. Decorations must not damage the venue, must comply with fire regulations, and should be coordinated with the Event Organiser on the day if they need to be moved. Using our built-in screens or other projection elements requires 14 days' notice with the Event Organiser working with our in-house production team for design. This includes lighting designs and colours, as well as themes for music or specific requests. If any design elements, film or photos are requested in a particular format, they must be sent with 7 days' notice. Requests made with less than 7 days' notice may not be fulfilled, or additional charges may apply.

### FILMING, PHOTOGRAPHY AND RECORDING

Filming, photography or recording for commercial exploitation must be agreed in advance with the Event Organiser. Any branding or representation that makes it look like the venue belongs to the booking party or another entity must also be pre-approved by the Event Organiser, and additional fees may occur.

### RESTRICTIONS ON COMMERCIAL ACTIVITIES

The event cannot be used for direct selling, taking purchases or handling cash transactions for merchandise without prior permission from the Event Organiser.

## **CORKAGE AND EXTERNAL CATERING**

- No food or drink may be brought into the venue except where agreed in writing in advance with the Event Organiser and itemised on the Booking Invoice.
- Where agreed, corkage is charged at £20 per bottle opened, plus our 13% service charge, payable in advance.
- External caterers and suppliers must be approved in advance, provide evidence of public liability insurance of not less than £5 million and current food hygiene certification, and comply with our venue and licensing conditions. A service charge of £18 to £25 per guest applies, minimum 30 guests, quoted on request and payable in advance.
- Any food or drink brought in without prior written agreement may result in immediate termination of the event and forfeiture of all deposits and charges.

## **DAMAGES**

- Clients are responsible for any damage caused by themselves, their guests or agents. Damage or property loss charges will be applied.
- Soho Live Music Club is not responsible for loss or damage to articles left before, during or after the event.
- A £150 cleaning charge applies for sickness due to drunkenness.

## **VAT AND SERVICE CHARGE**

- All charges exclude VAT.
- Our 13% Service Charge is non-VAT rateable and pooled for distribution among the hosts that work your event. It is applied to all Food and Drink purchases during your event, including corkage, and you understand this is non-negotiable for private hire bookings.

## **PRE-ORDERING DISCOUNTED PRICING**

Pre-order pricing applies exclusively to purchases made at least 7 days prior to your event. Offers are valid only for the specified quantities and items listed at the time of purchase. All stock must be consumed on site in compliance with licensing laws, and any unused stock will remain at the venue, as returns, exchanges or refunds are not permitted. The service charge for pre-orders is compulsory and will be applied at the point of sale, which will be distributed directly to your serving staff.

## **FOOD AND DRINK**

Menus should be discussed directly with your Event Organiser. Changing or adding elements less than 14 days before the event is unlikely to be possible, particularly at peak Private Hire seasons. If you are purchasing Food and Drink on behalf of your guests it is your responsibility to ensure your guests are informed of dietary information and allergy information, which is all available on request from your Event Organiser. It is your responsibility to notify us of any guest requirement prior to the event taking place to see if it is possible to accommodate. If it is not agreed at the point of booking it is not guaranteed.

## **LICENSING AND HEALTH AND SAFETY**

Most of the rooms in our venues are licensed for over 18s only, even if accompanied by an adult. Any under 18s must be pre-approved to ensure legal compliance. We are a Challenge 25 operator, so if you are lucky enough to look under 25, you will need to show ID. Without photographic ID, or if you appear intoxicated, you may be denied entry, and no refunds or compensation will be provided. Our door policy, and general venue safety policies and liability consents are managed by the operator. This also includes dress codes and allows the operator to retain the right of admission. These are available on request and on display at the entrances of our venues.

Our stage, musical equipment, lighting and PA system are managed by our in-house technical team and cannot be used without prior permission. Any unauthorised use or damage will incur additional charges. Only stage professionals are permitted to use our equipment, and advance permission from the owner is required with at least 7 days' notice for use of our musical instruments and pianos.

All general licensing conditions must be adhered to, including specific undertakings under Temporary Event Notices (TENs) if applicable. Any requests from local law enforcement or the council regarding licensing and Environmental Health, including music volume, must be followed to avoid event termination and deposit forfeiture. Any evidence of illegal substances, or of external food and drink not agreed in writing under the Corkage and External Catering terms above, at your private hire event will result in immediate event termination and forfeiture of deposits and charges. You are responsible for the behaviour of your guests and any damages that occur inside our venues.

**[www.soho.live](http://www.soho.live)**