



EVENT GUIDELINES



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

INDEX

Please note these guidelines form part of the Event Hire Terms and Conditions. In the event of any conflict between this document and the Event Hire Terms and Conditions, the Event Hire Terms and Conditions shall prevail.

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INTRODUCTION

This guide aims to answer as clearly as possible many of our frequently asked questions and sets out our Event Operational Guidelines.

As you may have seen from our web site (www.middletemplehall.org.uk), the Middle Temple Hall and Bench Apartments provide over 500 square metres of indoor space and in excess of 1,500 square metres of superb garden space for all types of events.

The event spaces can be hired separately or in combination, as required. Middle Temple is the ideal location for Product Launches, Corporate Dinners, Communication Events, Cocktail Parties, Private Parties, Filming, Food and Wine Events and Weddings.

The hire charge includes the use of on-site facilities and normal main service supplies only. Hospitality requirements, the use of our in house catering facilities and event management are charged for separately according to each client's specific requirements.

Middle Temple is licensed for marriage and civil partnership ceremonies. Members and relatives of members of the Inn may also be eligible for marriages in Temple Church. Please ask for further details.

Our Events Management team will be happy to discuss your plans and assist in making your event a success within a unique historic setting. If you have any questions about these Event Guidelines, please do not hesitate to contact us.

THE EVENTS TEAM

The following list gives you details of our team, their job titles and how you can contact them:

General Enquiries

Events Office

E: events@middletemple.org.uk
T: 020 7427 4820

Event Sales Manager

Kristina Schmidt

E: k.schmidt@middletemple.org.uk
T: 020 7427 4852

Events Coordinator

Julie Veitl

E: j.veitl@middletemple.org.uk
T: 020 7427 4856

Events Coordinator

Pauline Folkes

E: p.folkes@middletemple.org.uk
T: 020 7427 4826

Head of Catering and Events

Anne Atkinson

E: a.atkinson@middletemple.org.uk
T: 020 7427 4822

Events Operations Manager

Amy Stewart

E: a.stewart@middletemple.org.uk
T: 020 7427 4828

Assistant Events Manager

Sophie Linin

E: s.linin@middletemple.org.uk
T: 020 7427 4859

Food Service Manager

Darren Latty

E: d.latty@middletemple.org.uk
T: 020 7427 4824

Head Chef

Jordan Andrews

E: j.andrews@middletemple.org.uk
T: 020 7427 4825

Events Accounts Assistant

Stephen Brown

E: s.brown@middletemple.org.uk
T: 020 7427 5797

Security Office

E: security@middletemple.org.uk
T: 020 7797 7768 or 020 7427 4814

External Consultants

Health & Safety Advisor / Food Safety / HACCP Consultants

STS Solutions, Willey Mill House,
Alton Road, Farnham, Surrey, GU10 5EL

EVENT GUIDELINES

1. ACCESS TO MIDDLE TEMPLE

- 1.1. Access maps can be downloaded from our website – www.middletemplehall.org.uk/location.html.

By Car

- 1.2. The only vehicle entrance to the Temple is via Tudor Street which is manned 24 hours a day. Between the hours of 0700 and 2030 on weekdays all vehicles must enter via Tudor Street and leave via the Embankment. The Embankment gates are closed at 2030 on weekdays and all weekend. Between the hours of 2030 and 0700 on weekdays, and all day at weekends, all vehicles must enter and leave via Tudor Street. The Tudor Street postcode for satellite navigation is EC4Y 0AY.
- 1.3. The nearest 24 hour NCP car park is Covent Garden
Parker Street
Parker Mews
London
WC2B 5NT.
- 1.4. Unrestricted parking after 1830 on single yellow lines is available in Essex Street, Arundel Street, Temple Place, Temple Avenue, Tudor Street and Chancery Lane.

By Coach

- 1.5. There is no access for coaches to Middle Temple.
- 1.6. The easiest location for guests to be dropped off and collected by coach is in Temple Place or Fleet Street. Please contact the Events Office for further information on coach drop off points.

Pedestrians – there are several pedestrian gates into the Inn:

- 1.7. Embankment Gates – open from 0700 to 2030 Monday to Friday. Closed at all other times.
- 1.8. Fleet Street Gate – open from 0700 to 2030 Monday to Friday for access from Fleet Street to Middle Temple Lane. Open 24 hours for egress from Middle Temple Lane to Fleet Street (press green button on right to open gate).
- 1.9. Devereux (or Judge's Gate) – open 24 hours a day leaving the Temple from Fountain Court to Devereux Court and from 0700 to 2030 Monday to Friday entering the Temple.

- 1.10. Queen Elizabeth Buildings Gate off Temple Place / Milford Lane – open from 0700 to 2030 Monday to Friday only.
- 1.11. Tudor Street Gate – open 24 hours a day for access and exit.

Public Transport

Bus

- 1.12. There are bus stops on Fleet Street. For buses heading west stay on the Middle Temple side of Fleet Street and the Strand. For buses heading east, cross onto the northern side of Fleet Street.

Underground / Tube

- 1.13. The nearest station is Temple served by the District and Circle lines.

Mainline train

- 1.14. Blackfriars / City Thameslink is within easy walking distance. Charing Cross / Waterloo / Victoria / Kings Cross / Euston and St Pancras Stations are all within 7 stops on the underground from Temple Station.

2. ACCREDITED SUPPLIERS

- 2.1. Details of any proposed contractors / suppliers to be used in conjunction with an Event at Middle Temple must be submitted at least 21 days prior to the Event.
- 2.2. Please do not sign any contracts with external contractors prior to ensuring that they are accredited suppliers of the Inn, and have therefore had their insurance, health and safety policies and general working practices approved by the Inn.
- 2.3. A full list of accredited suppliers for catering, lighting, production including staging and floristry can be found on our website – www.middletemplehall.org.uk/suppliers.html.

3. ADVERTISING AND PROMOTIONAL MATERIAL

- 3.1. Any advertising or promotional material intended for display at the Event must be checked with the Events Office prior to use. The Inn's name / logo may only be used to indicate the location of the Event and you warrant that you will not under any circumstances use the Inn's name, logo or reputation to promote your own activities without prior permission. Except to the extent of use permitted in this agreement, neither party shall have any rights, nor will it acquire any intellectual property rights in respect of any trade-names, logos, goodwill, copyright, registered and unregistered trademarks or any similar rights owned or used by the other party.

4. AIR CONDITIONING

- 4.1. Middle Temple Hall has comfort cooling and is not fully air conditioned and therefore is unable to fully regulate the temperature of the building during an Event. There is no cooling in the Bench Apartments.

5. ALCOHOLIC BEVERAGES

- 5.1. Please encourage responsible drinking throughout the event.
- 5.2. Red wine is permitted throughout the building.
- 5.3. Vodka Luges / Yards of Ale etc. are not permitted under any circumstances.
- 5.4. Any contractor found to be under the influence of alcohol will not be permitted to carry out any activities in Middle Temple.
- 5.5. Staff have instructions not to serve guests who appear to be intoxicated.
- 5.6. Middle Temple does not accept alcohol only events if they are more than 1 hour duration. Canapés or finger food must be ordered.
- 5.7. Leftover wine must be collected within 7 days after the Event. Any goods left at Middle Temple after this time will be subject to a storage charge of £5 per

case per week.

6. ARRANGEMENTS

- 6.1. All arrangements for catering, production, floral decorations and entertainment must be cleared with the Events Office before a formal commitment to suppliers is made, unless they are with suppliers from the accredited suppliers list on the Inn's website.

7. AUDIO VISUAL EQUIPMENT

- 7.1. There is an inbuilt PA system in the Hall.
- 7.2. There are no visual equipment facilities at the venue. However, AV equipment can be hired from our approved list of suppliers www.middletemplehall.org.uk/suppliers.html.

8. CANDLES / NAKED FLAMES

- 8.1. Non wax Candles are permitted on the Premises subject to any instructions by Middle Temple in respect of their use.
- 8.2. Gas Flambeaux are permitted in the grounds but not inside the buildings of Middle Temple.
- 8.3. No naked flame appliances or candles may be brought onto the premises without prior written approval and any instructions given by Middle Temple as to their use must be strictly observed.

9. CHILDREN AND ANIMALS

- 9.1. Children are welcome to attend a corporate

or private event at Middle Temple (there are separate guidelines for Inn events).

- 9.2. Middle Temple and its staff cannot look after children under any circumstances.
- 9.3. Middle Temple has no specific facilities for children.
- 9.4. You are responsible for any damage caused by a child attending an event whether intentional or otherwise.
- 9.5. If more than 6 children are expected to attend an event, we recommend the use of a professional nanny service.
- 9.6. Guests are not permitted to bring animals (other than guide or assistance dogs) into Middle Temple unless they have been expressly authorised to do so by a member of the Events Management team and such authorisation has been confirmed in writing. You are responsible for any damage caused by any such animal.

10. CLEANING & REFUSE REMOVAL

- 10.1 All materials that are brought to the Premises for use at the Event must be removed at the end of an Event. (This includes any food and drink items).
- 10.2. It is the responsibility of the hirer to ensure that waste is removed. Failure to ensure that all waste is cleared may result in an additional charge being levied for cleaners to remove the waste.
- 10.3. Disposal of waste materials may be arranged with Middle Temple by prior

arrangement only.

- 10.4. Cleaning of floors and toilets prior to and following the Event is included in the fee.
- 10.5. Any goods left after the event and not collected within 6 weeks will be deemed to have been abandoned and the Inn reserves the right to dispose of these. Any cost incurred in doing so will be re-charged the hirer.

11. CLOAKROOMS

- 11.1. The Cloakroom is located by the front door of the main entrance to Middle Temple Hall.
- 11.2 We recommend the use of Cloakroom staff for Events in excess of 50 guests attending. There is a charge for cloakroom staff of £22 per hour (inc. VAT) for a minimum of 4 hours per member of staff.

12. COMPRESSED GAS

- 12.1. All compressed gas cylinder usage is subject to a Control of Substances Hazardous to Health (COSHH) assessment which, accompanied by a Material Safety Data Sheet (MSDS), shall be supplied to Middle Temple at least 14 days prior to the Event.

13. COMPUTERS

- 13.1. We regret that there are no

computer facilities available for guests.

14. CONDUCT OF EVENT

- 14.1. You are responsible for the conduct and behavior of guests at the Event.
- 14.2. If Middle Temple staff consider that the conduct or behavior of you or any of your agents, contractors, officers, employees, guests and all other persons on the Premises ("Personnel") with your permission is unacceptable, they may insist on the immediate departure of that person or persons.
- 14.3. If at any time Middle Temple staff believe that the safety of people on the Premises is, or is about to be, jeopardised or put at risk, Middle Temple may stop, interrupt or cancel the Event. In such circumstances, Middle Temple will not be responsible for any loss you or your personnel may suffer.
- 14.4. The Duty Security Officer and Events Manager / Supervisor are Middle Temple's nominated persons in charge and any instruction issued by them must be adhered to.
- 14.5. Every organiser must provide a nominated person to liaise with the Inn's staff. This person must be present throughout the Event.

15. CONFETTI / BALLOONS / SPARKLERS

- 15.1. Dried confetti, balloons and sparklers are not permitted within the Premises or the Inn.

15.2. Fresh, white, whole flower petals may be permitted for use as confetti outside.

16. CONGESTION CHARGE

16.1. Middle Temple Hall is located within the Congestion Charge Zone and any charges incurred are the responsibility of the organiser.

17. CREDIT CARDS

17.1. We accept Credit Card payments for up to £10,000.00 per transaction. We do not accept American Express Credit Cards.

18. DAMAGE

18.1. In the unfortunate event that any damage is caused, whether intentional or otherwise, to any furniture, property or fabric of the building and garden owned or leased by Middle Temple during the hire period, charges will be levied for their repair or replacement.

Entering into a hire agreement with Middle Temple confirms your agreement to pay for any repairs required as a result of damage to the furniture, walls or floors incurred by you or your agents or employees be they directly or indirectly sub-contracted.

18.2. In the unfortunate event of a spillage or discharge caused by you or your guests, we reserve the right to charge for the cleaning.

19. DATA PROTECTION

19.1. Any information provided on forms to Middle Temple will be used for the purpose of updating our records and you hereby consent to such use. Fuller details of the processing carried out by Middle Temple and your rights in respect of that processing can be found on the website – www.middletemple.org.uk and entering “Freedom of information” into the search box.

20. DELIVERIES

20.1. All deliveries to Middle Temple Hall in connection with any Event should be clearly marked for the attention of the ‘Events Office’ with the event date, company name and client contact.

20.2. Deliveries must be booked in advance with the Events Office with the event date / company name / client contact details.

20.3. Deliveries can only be accepted between the hours of 0930 to 1200 and 1400 to 1700 on weekdays. Please note we do not accept deliveries on the weekend.

20.4. Parking for deliveries to be arranged with the Events Office.

21. DISABLED ACCESS AND FACILITIES

21.1. There is a lift for disabled access located at the front door of Middle Temple Hall.

21.2. In the event that the lift is out of order ramps can be provided to gain access to the Hall and Bench Apartments.

21.3. Disabled Toilets are located off the corridor to the Prince's Room on the same level as Hall.

21.4. There is no direct disabled access to the garden from the Hall or Bench Apartments.

Disabled guests can access the garden via Middle Temple Lane or the gates via Queen Elizabeth Building, where there is an accessible disabled toilet as well. All arrangements must be made in advance.

21.5. Middle Temple requires advance notification if anyone with a disability is attending an Event in order that we may communicate with them and to ensure that they are adequately cared for in terms of their Health and Safety whilst they are on site. They will be asked to complete a Personal Emergency Evacuation Plan (PEEP) form to ensure that they are looked after in the event of an emergency of any sort.

22. SECURITY OFFICER

22.1. Middle Temple will ensure that there is a Security Officer on site whilst guests or suppliers / contractors are present.

23. DUTY OF CARE / GOOD NEIGHBOUR POLICY

- 23.1. All Events take place in historic rooms or in rooms containing priceless objects. Please ensure that your Personnel do nothing to endanger the preservation of these items.
- 23.2. We owe a duty of care to staff and residents as Middle Temple is a partly residential area and thus it is imperative to consider our neighbors in all activities.
- 23.3. No loading onto vehicles should take place later than ONE hour after departure of guests and must be carried out in silence.
- 23.4. Guests should be requested to leave the building and area as quietly as possible.

24. NORMAL ELECTRICITY

- 24.1. There is 1 x 63 amp (3 phase), 3 x 32 amp single phase and several 13 amp double power sockets available in the Hall.
- 24.2. There are at least 3 x 13 amp sockets in each of the Bench Apartments.
- 24.3. Production companies and Suppliers must provide their own electrical distribution equipment.
- 24.4. All connections to Middle Temple main electrical distribution points must be supervised by a competent person or appointed Middle Temple representative.
- 24.5. All electrical equipment and appliances, including all production equipment must be fully certified and tested – evidence of

periodic testing (PAT or similar) or certification for all items shall be readily available upon request.

- 24.6. All electrical work must be carried out in accordance with the standards laid down in the Electricity at Work Regulations 1989, and the 17th Edition of the Institute of Electrical Engineers Standards.

¹ "Normal main services supplies" refers to normal electricity, water and gas supply. In the event that more than 15 amp power is required we reserve the right to charge for additional electricity used. In the event that excessive (more than normal) water and / or gas usage is required for an event we reserve the right to charge accordingly for excess consumption.

25. EMERGENCY

The Duty Security Officer can be contacted on 020 7797 7768.

26. EVENT ENDING TIME (SEE ALSO LICENSING HOURS)

- 26.1. The agreed ending time of all Events is 2300 and must be observed by you and you must ensure that all Personnel leave the Premises by that time.
- 26.2. Bars must stop serving all beverages 30 minutes before the time the Event is due to end.
- 26.3. Any music or other entertainment

must cease 30 minutes before the Event is due to end.

27. EVENT MANAGEMENT

- 27.1. Middle Temple may charge an additional event management fee up to the value of £600 inc. VAT if one of its own staff in the Events Office is spending what the Inn considers in its sole discretion to be an excessive amount of time concerning your Event. Middle Temple will advise you if such circumstances exist.
- 27.2. If you wish to employ the services of an external Event Management Company please advise the Events Office in advance.

28. EXCLUSIVE USE

- 28.1. Due to the layout of the building, it is possible that there may be more than one event taking place at the same time, using the same entry point.

29. EXPLOSIVES AND CARTRIDGE OPERATED TOOLS

- 29.1. Explosives or cartridge operated fixing tools must not be used, nor brought on to the site without prior written permission from Middle Temple.

30. EXTERNAL CATERERS

- 30.1. Should you wish to use external caterers then we are happy for you to do so provided that the caterer is chosen from the

accredited suppliers list on our website – www.middletemplehall.org.uk/suppliers.html. If you are booking external caterers please be aware that the hire fee is £13,000 inc. VAT.

31. EQUIPMENT

- 31.1. All free-standing equipment such as musical instruments and photographic tripods should have rubber-tipped feet, and should be of sturdy construction to withstand being knocked over. Their use and position should be agreed in advance with the Events Office.
- 31.2. Middle Temple reserves the right to insist on the removal of any object brought onto its Premises by the Hirer which has not been approved by the Events Office or which is considered, in Middle Temple's opinion, to represent a risk to Middle Temple's buildings, contents, visitors or personnel or to be inappropriate in any way to the character and / or integrity of Middle Temple.

32. FIRE EXITS AND EXTINGUISHERS

- 32.1. Middle Temple has an automatic Fire Alarm System with various detection devices and fire-break glass points located around the venue.
- 32.2. Firefighting apparatus is to be kept clear and readily accessible. Neither they, nor signs indicating their positions, should be removed or obscured without the express written permission of Middle Temple.
- 32.4. All entrances, exits and gangways in all

areas must be kept unobstructed at all times.

33. FIRE, EVACUATION & EMERGENCY PROCEDURE

- 33.1. In the event of the fire alarm being activated for more than 10 seconds, guests are required to evacuate the building. The assembly point is outside the main door of the Hall in Fountain Court.
- 33.2. The Duty Security Officer will instruct guests accordingly.
- 33.3. If the fire alarm is activated at any time for more than 10 seconds the whole of the Premises will be evacuated.
- 33.4. You and your guests will be guided to the nearest exit by staff.
- 33.5. Re-entrance will not be permitted until the Fire Brigade and / or staff are satisfied that there is no further danger of fire.
- 33.6. In the event of an emergency you and your guests shall comply with all instructions from staff.

34. FIRST AID

- 34.1. Middle Temple will endeavour to ensure that a trained first aider is on duty at every Event.
- 34.2. We recommend that you engage the services of an external First Aid Company for large Events (over 300

attendees).

- 34.3. All medical emergencies, in the first instance, must be reported to the Event Supervisor or Duty Security Officer who will assist and summon First Aid within the venue or an ambulance / paramedic for more serious medical emergencies.
- 34.4. There are accident books / incident report forms held in the Events Office and the Front of House Reception and one must be completed for every accident/incident which occurs within Middle Temple.
- 34.6. Should anyone be injured whilst attending an event and be required to be taken to Hospital we will complete a RIDDOR report. The Inn cannot dictate to which Hospital the patient will be taken. This is at the discretion of the Ambulance Crew. The nearest Hospitals with A&E departments are:
 - 1. St. Thomas Hospital, Westminster Bridge Road, SE1 – 1.1 minutes
 - 2. University College Hospital, 235 Euston Road NW1 – 1.4 minutes
 - 3. Royal London Hospital, Whitechapel Road E1 – 2.3 minutes

36. FLORISTS

- 36.1. All florists must be chosen from our accredited suppliers list www.middletemplehall.org.uk/suppliers.html.
- 36.2. The floral design company may be required to be present at an operations

- meeting and may be required to provide a sketch indicating the design, types of flora and fauna to be arranged, maximum dimensions and location of the floral arrangements.
- 36.3. Displays are to be no larger than 2 metres in any direction although single stems higher than 2 metres may be allowed.
- 36.4. The Supervisor will supervise all floral design companies and decorators on site.
- 36.5. No flowers or decorations are to touch the historic contents, historic fabric or interiors of any area of the building.
- 36.6. The bases of vases and containers are to be adequately wide for maximum stability. They cannot be secured to any part of the building contents, historic fabric or interiors of Middle Temple.
- 36.7. The type of vase or container must be approved by Middle Temple in advance.
- 36.8. A waterproof protective material may be required underneath vases or containers, depending on the type to be used. The provision of which will be the responsibility of the florist and the Event Supervisor will have the final say in any such matter.
- 36.9. Any “oasis” used must be secured within the vase or container and if chicken wire is used, the sharp edges must be taped down and this must be completed before being brought into the building.
- 36.10. The floral design company is to immediately pick up any plant material that has fallen on the floors or floor coverings during set up, preparation and collection of floral displays.
- 36.11. Lilies must have stamens removed prior to being brought onto the premises.
- 36.12. Berry bearing foliage is not permitted.
- 36.13. Any arrangements containing fruit or nuts must be approved in advance.
- 36.14. Any damage or spillage must be reported immediately to the Event Supervisor.
- 36.15. The supplier must ensure that they leave clean any area they have been using and the standards of cleanliness achieved must be to the satisfaction of the Supervisor.
- 36.16. The supplier must report to the Supervisor before departure so they may check the area.
- 36.17. Any containers which have transported the flowers to Middle Temple may not be stored on site.
- 36.18. Any flowers left behind after an event will be deemed to have been abandoned (unless special arrangements have been made) and will be disposed of by the Inn. Should any cost be incurred in doing so the hirer will be re-charged
- 37. FIREWORKS**
- 37.1. Firework displays are not normally permitted in the grounds of the Inn. You must not provide, undertake or arrange any firework display without the prior written approval of Middle Temple and subject to obtaining such approval any such firework display shall end by 2200 hours.
- 37.2. In the event that a firework display is agreed, you must ensure that you will return to the Premises the day after the firework display for a full site inspection and that all firework debris is collected and disposed of, off site, at your cost at that time.
- 38. FURNITURE**
- 38.1. Please note it is not always possible to move or remove any in situ exhibit or object from its normal position. The hirer and their contractor are prohibited from moving any such items.
- 38.2. The full cost of making good any damages will be re-charged to the hirer. If the damage is extensive, the Inn will have to carefully consider whether to accept any future requests to hire its facilities.
- 39. GARDEN (SEE ALSO MARQUEES)**
- 39.1. The use of the garden will depend upon the weather and cannot be guaranteed at any time – temperature to be above 20 degrees Celsius.

- 39.2. The garden is open to the public from 1200 to 1500 on weekdays in May, June, July and September.
- 39.3. There are concealed watering system pipes, heating and other water pipes underground in the garden. No spikes or other such things are permitted to penetrate into the grassed surfaces.
- 39.4. No vehicles may be driven on the lawns at any time.
- 39.5. No music may be played in the garden or outside Hall before 1800 hours and after 2130hrs on weekdays. On weekends Entertainment can start from 11.00hrs.
- 39.6. The garden closes at 2130 May to July and 1830 for the rest of the year unless additional lighting is hired in.
- 39.7. The garden must be clear of all guests by 23.00 if additional lighting has been hired.
- 39.8. Additional garden lighting can be hired directly from Middle Temple. Please contact the Events Office for further information.
- 39.9. Max weight limits are in place for resin paving around the garden from ½ ton to 15 ton. Please ask for a copy of our weigh limit plan.
- 40. GUEST LIST / HOSTS / VIPS**
- 40.1. A guest list, including all VIPs, must be supplied to the Events Office at least 7 days ahead of the event for security reasons. This information will be treated in the strictest confidence.
- 40.2. If any of your guests are likely to be security-sensitive, please inform us as soon as possible so that plans for additional security requirements can be made. These arrangements may be subject to an additional fee.
- 40.3. The Hirer must provide sufficient staff / hosts to check in guests and must nominate a responsible person who will assist Middle Temple staff in dealing with enquiries or emergencies for the duration of the Event.
- 41. HAZE AND DRY ICE**
- 41.1. The use of smoke or dry ice is not permitted.
- 42. HEALTH & SAFETY**
- 42.1. Health & Safety Policy Statements, insurance documentation, risk assessments and method statements should be submitted to Middle Temple a minimum of 14 days prior to the Event for approval.
- 42.2. Events organisers, suppliers and all external contractors must recognize their obligations under the Management of Health & Safety at Work Regulations 1999 and procedures must be put in place to comply with all such statutory requirements to identify hazards and assess all risks to staff and others on the site.
- 42.3. The final form of all Risk Assessments and Method Statements may not be generic, but must contain elements relating specifically to the venue, the event and the staff contracted to carry out the installation and removal of equipment.
- 42.4. Failure to provide these specific, relevant documents may render the individual company unsuitable to carry out work at Middle Temple and they may be refused access to the building.
- 42.5. In the event of a contracted company member committing any unsafe act or any unsafe conditions they shall be held liable and Middle Temple reserves the right to ask them to move off site.
- 42.6. In addition, any company member or individual found to commit an unsafe act or create an unsafe condition will be asked to leave site immediately by an authorised representative of Middle Temple.
- 43. INSURANCE**
- 43.1. In order to ensure that an event is properly covered by insurance, Middle Temple requires all events and contractors to provide evidence of all current insurance policies which you are required to have under the Terms and Conditions.
- 43.2. Middle Temple requires all clients and contractors to have Public liability insurance cover with a limit of not less than £10 million for all events.

44. INVITATIONS

- 44.1. Should you wish to include the Inn's logo on your invitation you must seek prior approval.
- 44.2. A proof copy of all invitations should be sent to the Events Office for approval before being printed and a final copy sent for file reference once printed.
- 44.3. Guests should be asked to bring their invitation cards with them for security reasons. The hirer is responsible to ensure that only those with genuine invitations are permitted entry to the event. The Inn reserves the right to refuse anyone access if, in the opinion of the Event Supervisor, the agreed number of invitees has been exceeded. This is a health and safety requirement to prevent dangerous overcrowding.

45. LADDERS

For reasons of health & safety Middle Temple cannot supply ladders for any event.

46. LICENSING

- 46.1. Middle Temple has a Premises License covering the sale of alcohol, the playing of music and public entertainment. The timings for the licenses are as follows (these remain subject to change without notice).

Alcohol Sales

Monday - Sunday 08.00 — 00.00

Regulated Entertainment and Provision of Facilities

Monday - Sunday 10.00 — 23.00

- 46.2. The designated Premises Supervisor is Anne Atkinson, Head of Catering and Events.
- 46.3. Middle Temple as the Premises License Holder will give direction where necessary and where it sees fit.
- 46.4. Marriage/Civil Ceremony License. The maximum number of guests permitted to attend the Ceremony is:

Middle Temple Hall- 100
Parliament Chamber – 70
Queens Room – 50
Princes Room – 60

47. LIGHTING

- 47.1. House lighting may be used for events. These lights are on dimmers in all rooms.
- 47.2. House lights must not be covered over, adjusted or removed.
- 47.3. Should you wish to bring in additional lighting please contact the Events Office. All lighting suppliers should be chosen from our accredited list.

48. LOST PROPERTY

- 48.1. Middle Temple cannot be held responsible for the loss or damage of any property left on the premises during or after the Event.
- 48.2. Any lost property is held at the Front of House Reception of Middle Temple Hall for 45 days following each event and will subsequently be disposed of. Please contact the Porters Lodge on 020 7427 4814 or 020 779 7768.

49. MARQUEES

- 49.1. Marquees may be permitted in Middle Temple depending upon other bookings, via our accredited suppliers.
- 49.2. If permission is granted for a marquee then the following guidelines must be observed:
 - 49.21. Marquees must be secured by water ballast or weights only.
 - 49.22. No stakes may be driven into the lawn.
 - 49.23. No vehicles may drive on the lawn.
 - 49.24. Trackway may be required.
 - 49.25. Noisy work may only be carried out at certain times. Further details are available on request from the Events Office.
- 49.3. Portable toilet facilities must be made available for the use of the staff setting up a marquee.
- 49.4. All damage caused must be notified.
- 49.5. If the lawn is damaged beyond reasonable repair then Middle Temple reserve the right to engage the services of a turfing company, at your expense, to re-turf the entire lawn, and not just the area affected by damage.

52. OPERATIONS MEETING

- 52.1. In order to ensure that your event runs smoothly we recommend an operational site meeting three days prior to your event with our Operations team to run through the detailed itinerary of your event.

53. PARKING

- 53.1. Middle Temple is unable to provide on-site parking facilities on weekdays. Only limited parking may be available on weekends. An additional charge of £240 +VAT will be applied per parking space per day. Hires are required to provide full details of the vehicles being parked within the Inn at least 7 days before the event. Any unauthorized vehicles will be turned away.
 - 53.1.1 Anyone attending the event who has a "Disabled" blue badge which can be displayed in the vehicle will be permitted to park free of charge.
- 53.2. Middle Temple can provide limited parking for up to 5 cars only and permits must be displayed in these vehicles.

- 53.3. There is no coach access to Middle Temple.
- 53.4. There is unrestricted parking after 1830 on single yellow lines available in Essex Street, Arundel Street, Temple Place, Temple Avenue, Tudor Street and Chancery Lane.

54. PERFORMING RIGHTS SOCIETY (PRS) / PHONOGRAPHIC PERFORMANCE LTD (PPL)

- 54.1. Middle Temple has appropriate licenses with PRS and PPL.
- 54.2. In order to allow music of any sort to be played at an Event a fee of £90 will be charged to cover the cost of these licenses (£95 in 2018.)

55. PHOTOGRAPHERS

- 55.1. A list of recommended photographers is available on our website. You are also welcome to choose your own photographer.

56. PLACE CARDS

- 56.1. Place cards can be arranged by the Events Team, a charge will be applicable.
- 56.2. We are happy to set the printed cards out for you, provided that they are delivered in an ordered fashion and in good time for the event, with a seating plan.

57. PRESS, MEDIA AND PHOTOGRAPHY

- 57.1. Middle Temple only permits press or

media coverage with reference to its buildings, collections, programs and brand in relation to its own activities.

- 57.2. Middle Temple will use reasonable endeavours to accommodate Hirers' events that require media coverage provided that such coverage has no express or implied reference to the Inn, its buildings, collections, programs or brand.

- 57.3. No live coverage is permitted without prior written agreement.

58. PRODUCTION REQUIREMENTS

- 58.1. No production equipment is to touch the historic contents, historic fabric or interiors.
- 58.2. Middle Temple reserves the right to provide a duty electrician to be on hand throughout the evening for larger events.
- 58.3. This electrician will supervise the installation of all electrical appliances and no appliances may be plugged in until their power requirements have been checked by the duty electrician.
- 58.4. In certain areas temporary installations are only to be connected into the in house supply by in house staff.

- 58.5. The supplier must ensure that any cabling in areas across which the guests may walk, must be covered by rubber cable protectors. Such cabling must be as unobtrusive as possible, however no nails or clips may be used to secure cables. No tape is permitted (see tape usage below).

- 58.6. All standing equipment which makes contact with the floor must have rubber footing attachments.

- 58.7. All power requirements must be provided 7 days before the event and approved by Middle Temple.

- 58.8. Lighting suppliers may be required to provide specific information relating to lux and UV levels, heat output and light source spread. In some areas lighting equipment will be severely restricted due to the potential dangers posed by high light levels and heat.

- 58.9. No in house electrical equipment within Middle Temple may be unplugged or moved without prior permission.

- 58.10. Lighting & Production equipment may not under any circumstances be attached to 'the fabric of the building'.

- 58.11. Any staging permitted must be placed first on protective matting as approved by Middle Temple.

58.12. If the staging is to be set up and left unattended prior to the event or during public opening time, the corners must be protected with cushioned material for health and safety purposes. The steps, if applicable must not be left out during public opening times.

58.13. All suppliers must ensure that they leave clean any area they have been using and the standards of cleanliness achieved must be to the satisfaction of Middle Temple. The supplier must report to the Event Supervisor / Duty Security Officer before departure so they may check the area.

59. PUBLIC ACCESS

59.1. The Hall is normally open to the public on weekdays, in term time, from 1000 – 1200 and from 1500 – 1600, but these times do vary depending on events taking place so please check in advance.

60. REMOVAL OF GOODS

60.1. You will be responsible for ensuring that all catering, production, floral decorations, entertainments and other equipment, are removed at the end of the evening unless a special arrangement has been made with the Events Office prior to the Event.

61. REPUTATION

61.1. You shall ensure that nothing which would injure the reputation of the Middle Temple takes place and shall at all times during the Event act in preservation of good order and decency.

61.2. The Hirer shall not cause or permit anything which may damage or endanger Middle Temple's rights, name, trademark and goodwill, or assist or allow others to do so.

61.3. The Hirer shall not disclose to any third party any confidential information or data that it acquires or that Middle Temple may make available to the Hirer pursuant to this Agreement.

62. RIGGING

62.1. Please note that rigging can be suspended within the Hall only with prior written permission of the Director of Estates.

62.2. Full details of the weight load to be imposed will be required before any approval may be granted. An additional fee may be charged if a structural engineer is required to check any weight loads.

63. ROUND TABLES

63.1. Round tables are permitted in the Hall and Bench Apartments but will incur an additional charge to cover the hire charge and additional furniture moving.

64. SEATING PLANS

64.1. We regret that we are unable to prepare seating plans for events, however we would respectfully ask that you verify the layout of the room with the Events Office before embarking on the production of a seating plan.

65. SECURITY

65.1. Middle Temple will provide one member of security staff at all events and he / she will be located at the Hall entrance. Please note that this member of staff will not normally be expected to verify the identity of guests and that organisers should provide sufficient staff / hosts to check invitations and check in guests.

66. SITE VISITS

66.1. Middle Temple is an operational venue and on occasions only restricted viewing opportunities may be possible due to operational activities taking place in the venue. You are therefore strongly advised

to contact the Events Team in all instances prior to arranging a production meeting or viewing.

67. SMOKING

- 67.1. In keeping with current legislation, there is a strict 'No Smoking' policy inside the buildings of Middle Temple. This includes all e-cigarettes and all other types of smoking paraphernalia.
- 67.2. Smoking is permitted in the Garden and in designated areas of Fountain Court (not on the steps outside Middle Temple Hall). Guests are requested to use the ashtrays and receptacles provided.

68. SOUND / DECIBEL LEVELS

- 68.1. Middle Temple is a residential area and sound levels must be kept to a reasonable level at all time.
- 68.2. Middle Temple possesses a decibel limiter which will be used to monitor sound levels if they are considered to be excessive. The definition of excessive is 85 decibels indoors and 73 outdoors
- 68.3. The Middle Temple Event Supervisor is entitled to require sound levels to be turned down to an appropriate level.
- 68.4. You shall comply with any such request which is in the sole discretion of the Event Supervisor.

- 68.5. If you do not comply with such requests the Event Supervisor is entitled to turn the music off.

69. SPECIAL EFFECTS

- 69.1. The use of special effects e.g. lasers, strobe lighting and pyrotechnics, or the bringing onto the premises of any explosive or flammable substance may only be permitted with the prior consent of Middle Temple.

70. STAFF

- 70.1. Middle Temple staff and contractors are to be treated with courtesy and respect at all times and we expect your active co-operation in ensuring that this is the case throughout the Event.
- 70.2. You shall accept and take instructions from the Middle Temple Events Supervisor and, while Events are in progress, from any member of the Inn's staff.
- 70.3. Senior members of the Inn's staff on duty will assume full control and responsibility for procedures, including where appropriate evacuation procedures if in their sole discretion they decide that any security matter, including but not limited to bomb, fire or the behaviour of those attending or on the Premises warrants

such control and implementation procedure.

71. STORAGE

- 71.1. There are limited storage facilities at Middle Temple and Organisers and Production Companies are asked to make their own arrangements off site for packing cases and storage of other large goods.
- 71.2. Middle Temple reserves the right to dispose of items after 3 working days following the Event.

72. TAPE USAGE

- 72.1. Organisers and their contractors must not tape or affix any cables or equipment to any furniture, walls or floors. The only permitted way of securing loose cables in Middle Temple is by using cable run covers. Entering into a hire agreement with Middle Temple confirms your agreement to pay for any repairs required as a result of damage to the furniture, walls or floors incurred by you or your agents or employees be they directly or indirectly sub contracted.

73. TASTINGS FOR EVENTS

- 73.1. For events catered by Middle Temple and where a minimum number in excess of 100 guests attending has been agreed (or a minimum spend of £5,000 plus VAT on food and beverage has been confirmed)

a tasting meal can be provided on request for up to two people.

- 73.2. If organisers wish to bring more than 2 people to a tasting there will be a charge of £150 inc. VAT per person.
- 73.3. Following a tasting, if for some reason it is decided to use an external caterer then there will be a charge of £150 inc. VAT per person.
- 73.4. Tastings normally take place at 1330 Tuesday to Friday and must be booked as far in advance as possible.
- 73.5. Tastings for two people include 3 starters, 3 main courses and 3 desserts (which are shared between 2 guests). Wines are also provided with your meal. Additional wines may be purchased for you to taste at list price.
- 73.6. There will be no food tasting for Canapés, Bowl food or Sandwich lunches. Should you require a tasting, full charges will apply.
- 73.7. Your event must be confirmed and paid for before the tasting takes place.
- 73.8. Tastings must take place no less than 3 month before the event.

74. TOASTMASTERS

- 74.1. For events with guest numbers of 95 or above Middle Temple requests that you book a Toastmaster. Please contact us for more information or see our suppliers list for recommended Toastmasters.

75. TOILETS

- 75.1. Ladies' toilets are located on the first floor just off the entrance corridor by Hall. Gentlemen's toilets are located downstairs from the Hall corridor. Disabled toilets are located in the Prince's Room corridor.
- 75.2. For events taking place in or utilizing the Middle Temple Main Garden area, there is a wheelchair accessible toilet at the rear of the Queen Elizabeth Building.

76. WIFI

- 76.1. Is available throughout the internal public areas in the Hall and Bench Apartments and is provided free of charge.
- 76.2. All guests and organisers are welcome to use our wireless network: "MT Events". If you would like to connect to the wireless network please contact the Events Team who will issue a password specifically for your event date.

77. GENERAL

- 77.1. In these guidelines, any reference to a statute or statutory provision includes references to the same as from time to time re-enacted, amended or modified unless otherwise stated.
- 77.2. The guidance provided by Middle Temple in these guidelines is for information only and nothing in these guidelines shall constitute a warranty or representation on the part of Middle Temple.

DECLARATION

PLEASE SIGN THE DECLARATION BELOW
AND SEND BACK TO MIDDLE TEMPLE WITH
A SIGNED COPY OF YOUR CONTRACT.

I confirm I have received and understood
the Event Guidelines for holding my event
at Middle Temple.

Name:

Signature:

Company Name: (If applicable)

Date of Event:

Please detach and return
to: Events Department,
Middle Temple Hall,
Middle Temple
Lane, London
EC4Y 9AT
or scan and e-mail to:
events@middletemple.org.uk

29-Aug-17