



Middle Temple Event Guidelines

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 website (www.middletemplevenue.org.uk), spaces at the Middle Temple 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.

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

Our Events 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 contact us.

E: events@middletemple.org.uk

T: 020 7427 4820

Event Guidelines

1. Access to Middle Temple and Parking

- 1.1. An access map can be found from our website – <https://www.middletemplevenue.org.uk/contact>
- 1.2. By Car. The only vehicle entrance and exit to the Temple is via Tudor Street which is manned 24/7. The gate opens at 06.00 and closes at midnight Monday to Sunday. After midnight, the Inner Temple Security Officer on duty will open the gate to allow vehicles to exit. The Tudor Street postcode for Satnav is EC4Y 0BH.
- 1.3. Pedestrians. Embankment Pedestrian Gate open from 06.00 to 20.00 Monday to Friday, closed at all other times. Tobin Gate (Milford Lane) open from 06.00 to 20.00 Monday to Friday, closed at all other times. Fleet Street Pedestrian Gate open from 06.00 to 20.00 Monday to Friday, closed at all other times, able to exit when the gate is closed. Devereux Gate (also known as Judges Gate) open from 06.00 to 20.00 Monday to Friday, closed at all other times, able to exit when the gate is closed. Tudor Street Pedestrian Gate open from 06.00 to midnight Monday to Sunday, closed at all other times. After midnight, the Inner Temple Security Officer on duty will open the gate to allow pedestrians to exit.
- 1.4. By Coach. There is no access for coaches to Middle Temple. The easiest location for guests to be dropped off and collected by coach is in Temple Place. Please contact the Events Office for further information on coach drop off points.
- 1.5. Public Transport. Bus. 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. The nearest underground station is Temple served by the District and Circle lines. Blackfriars / City Thameslink is within 10 - 15 minutes walking distance. Charing Cross / Waterloo / Victoria / Kings Cross / Euston and St Pancras Stations are all within 7 stops on the underground from Temple station.
- 1.6. Middle Temple is unable to provide on-site parking facilities on weekdays.
- 1.7. Only limited parking may be available on weekends. Hirers are required to provide full details of the vehicles being parked within the Inn at least 7 days before the event. Any unauthorised vehicles will be turned away.
- 1.8. 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.
- 1.9. Middle Temple can provide limited parking for up to 2 cars only and permits must be displayed in these vehicles.

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 and general working practices approved by the Inn.
- 2.3. A full list of accredited suppliers for lighting, production (including staging) and floristry can be provided upon request.

3. Advertising & Promotional Material

- 3.1. 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. Any contractor found to be under the influence of alcohol will not be permitted to carry out any activities in Middle Temple.
- 5.2. Staff have instructions not to serve guests who appear to be intoxicated.
- 5.3. Bars must stop serving all beverages 30 minutes before the time the Event is due to end.
- 5.4. Middle Temple does not accept alcohol only events if they are more than 1 hour duration. Canapés or Finger Food (at a minimum) must be ordered.

6. Audio Visual equipment

- 6.1. There is an in-built PA system in the Hall available for hire for speeches and background music only - additional costs apply.
- 6.2. There are no visual equipment facilities at the venue. However, AV equipment can be hired from our approved list of suppliers.

7. Candles / Naked Flames

- 7.1. No naked flame appliances or candles may be brought onto the premises.
- 7.2. Non wax candles are permitted on the Premises and are subject to any instructions by Middle Temple in respect of their use. Middle Temple have approximately 50 x oil filled candles available for hire. Please enquire with the Events team.
- 7.3. Gas Flambeaux are permitted in the grounds but not inside the buildings of Middle Temple. These must be provided by one of our accredited suppliers.

8. Children

- 8.1. Children are welcome to attend a corporate or private event at Middle Temple however Middle Temple has no specific facilities for children.
- 8.2. You are responsible for any damage caused by a child attending an event whether intentional or otherwise.
- 8.3. If more than 6 children are expected to attend an event, we recommend the use of a professional nanny service, please ask for a list of recommendations.

9. Animals

- 9.1. 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 and 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.
- 10.2. 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 recharged the hirer.

11. Cloakrooms

- 11.1. The Cloakrooms are located by the front door of the main entrance to Middle Temple Hall.
- 11.2. We recommend the use of Cloakroom staff for Events. There is a charge for Cloakroom staff of £21 per hour plus VAT for a minimum of 4 hours per member of staff.

12. Conduct of Event

12.1. You are responsible for the conduct and behaviour of guests at the Event.

12.2. If Middle Temple staff consider that the conduct or behaviour 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.

12.3. 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.

12.4. Every organiser must provide a nominated person to liaise with the Inn's staff. This person must be present throughout the Event.

13. Confetti / Balloons / Sparklers

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

13.2. Fresh, white, whole flower petals may be permitted for use as confetti in Fountain Courtyard only.

14. Credit Cards

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

15. Damage

15.1. 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.

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

16. Drones

16.1. Please note that Middle Temple does not allow any drone flying inside the venue or outdoors.

16.2. Drones for filming can be authorised by Middle Temple subject to all relevant paperwork being received from the Civil Aviation Authority and NATS, this also includes PL Insurance for the flying of the drone.

17. Data Protection

17.1. 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 – <https://www.middletemple.org.uk/about-us/data-protection/privacy-policy>

18. Deliveries

18.1. Deliveries must be booked in advance with the Events Office with the Event date, Company name and Client contact details.

18.2. Deliveries can only be accepted between the hours of 09.30 to 12.00 and 14.00 to 17.00 on weekdays. Please note we do not accept deliveries on the weekend. Deliveries outside of those hours can possibly be arranged but will incur additional charges.

19. Disabled Access and Facilities

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

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

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

19.4. 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.

19.5. 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.

20. Duty of Care / Good Neighbour Policy

20.1. 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.

20.2. 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 neighbours in all activities.

20.3. No loading onto vehicles should take place later than ONE hour after departure of guests and must be carried out in silence.

20.4. Guests should be requested to leave the building and area as quietly as possible.

21. Electricity Supply

21.1. 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.

21.2. There are at least 3 x 13-amp sockets in each of the Bench Apartments.

21.3. Production companies and Suppliers must provide their own electrical distribution equipment.

21.4. All connections to Middle Temple main electrical distribution points must be supervised by a competent person or appointed Middle Temple representative.

21.5. 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.

21.6. 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.

22. Emergency

22.1. The Duty Security Officer can be contacted 24/7 on 020 7797 7768.

22.2. Event Ending Time (see also Licensing hours)

22.3. The agreed ending time of all Events is 23.00 hours and must be observed by you and you must ensure that all Personnel leave the Premises by that time unless additional hours have been requested.

23. Exclusive Use

23.1. 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.

24. Explosives and Cartridge Operated Tools

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

25. Equipment

25.1. 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.

25.2. 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.

26. Fire Exits and Extinguishers

26.1. Middle Temple has an automatic Fire Alarm System with various detection devices and fire-break glass points located around the venue.

26.2. 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.

26.3. All entrances, exits and gangways in all areas must be kept unobstructed at all times.

27. Fire, Evacuation and Emergency Procedure

27.1. In the event of the fire alarm being activated for more than 10 seconds, guests are required to evacuate the building. If the fire alarm is activated at any time for more than 10 seconds the whole of the Premises will be evacuated.

27.2. The assembly point is outside the main door of the Hall in Fountain Court. The Duty Front of House Officer will instruct guests accordingly. You and your guests will be guided to the nearest exit by staff.

27.3. Re-entrance will not be permitted until the Fire Brigade and / or staff are satisfied that there is no further danger of fire.

27.4. In the event of an emergency, you and your guests shall comply with all instructions from staff.

27.5. Fire alarm tests are carried out on a regular basis every week.

28. First Aid

28.1. Middle Temple will endeavour to ensure that a trained first aider is on duty at every Event.

28.2. We recommend that you engage the services of an external First Aid Company for large Events (over 300 attendees).

28.3. 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.

28.4. There are accident books / incident report forms held at the Front of House Reception and one must be completed for every accident / incident which occurs within Middle Temple.

28.5. 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 St. Thomas Hospital, Westminster Bridge Road, SE1 – 1.1 miles, University College Hospital, 235 Euston Road NW1 – 1.4 miles, Royal London Hospital, Whitechapel Road E1 – 2.3 miles

29. Florists

29.1. All florists must be chosen from our accredited suppliers list. Florists not on this list are not permitted. 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.

- 29.2. Displays are to be no larger than 2 metres in any direction although single stems higher than 2 metres may be allowed.
- 29.3. The Event Supervisor will supervise all floral design companies and decorators on site.
- 29.4. No flowers or decorations are to touch the historic contents, historic fabric, or interiors of any area of the building.
- 29.5. The bases of vases and containers are to be adequately wide for maximum stability.
- 29.6. They cannot be secured to any part of the building contents, historic fabric or interiors of Middle Temple.
- 29.7. The type of vase or container must be approved by Middle Temple in advance.
- 29.8. 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.
- 29.9. 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.
- 29.10. 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.
- 29.11. Lilies must have stamens removed prior to being brought onto the premises.
- 29.12. Berry bearing foliage is not permitted.
- 29.14. Any damage or spillage must be reported immediately to the Event Supervisor.
- 29.15. 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.
- 29.16. The supplier must report to the Supervisor before departure so they may check the area.
- 29.17. Any containers which have transported the flowers to Middle Temple may not be stored on site.
- 29.18. 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 charged.

30. Fireworks

- 30.1. 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 22.00 hours. Only accredited suppliers can be used.
- 30.2. 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.

31. Front of House

- 31.1. Middle Temple will provide one member of Front of House staff at all events, and he / she will be located at the Hall entrance usually manned from 08.00 to 22.00
- 31.2. 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.

32. Furniture

- 32.1. 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.
- 32.2. 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.

33. Garden (see also Marquees)

- 33.1. The use of the Garden will depend upon the weather and cannot be guaranteed at any time.
- 33.2. The Garden is open to the public from 12.00 to 15.00 hours on weekdays in May, June, July and September.
- 33.3. There are concealed watering system pipes, heating and other water pipes underground in the Garden. No spikes, stakes or other such things are permitted to penetrate the grassed surfaces.
- 33.4. No vehicles may be driven on the lawns at any time.
- 33.5. No music may be played in the garden or outside Hall before 18.00 hours and after 21.30 hours on weekdays. On weekends entertainment can start from 11.00 hours and must finish by 21.30 hours.
- 33.6. There is no lighting in the Garden and any events ending past 21.30 hours between May and July must hire in additional lighting from one of our preferred suppliers.
- 33.7. Maximum weight limits are in place for resin paving around the Garden from ½ ton to 15 ton. Please ask for a copy of our weight limit plan.

34. Guest List / Hosts / VIPs

- 34.1. If any of your guests are VIP's and likely to be security-sensitive, please inform us as soon as possible so that additional security requirements can be made. These arrangements may be subject to an additional fee.
- 34.2. 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.

35. Haze and Dry ice

- 35.1. The use of haze, smoke or dry ice is not permitted.

36. Health and Safety

- 36.1. 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. 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.
- 36.2. 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. 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.

37. Insurance

- 37.1. 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.

38. Ladders

- 38.1. For Health and Safety reasons, Middle Temple cannot supply ladders for any Event.

39. Licensing

- 39.1. Middle Temple has a Premises License covering the sale of alcohol, the playing of music and public entertainment.
- 39.2. The timings for the licenses are as follows; Alcohol Sales: Sunday to Thursday 08.00 - 00.00 hours / Friday and Saturday 08.00 – 01.00 hours. The designated Premises Supervisor is Jordan Andrews – Head of Catering and Events.
- 39.3. Middle Temple as the Premises License Holder will give direction where necessary and where it sees fit.

39.4. Marriage / Civil Ceremony License. The maximum number of guests permitted to attend a Civil Ceremony is: Middle Temple Hall – 100 / Parliament Chamber – 70 / Queen's Room – 50 / Prince's Room – 60

39.5. Middle Temple has appropriate music licenses with PRS and PPL.

39.6. In order to allow music of any sort to be played at an Event a fee of £85 plus vat will be charged to cover the cost of these licenses.

40. Lighting

40.1. House lights must not be covered over, adjusted or removed. Should you wish to bring in additional lighting please contact the Events Office. All lighting suppliers should be chosen from our accredited list.

41. Lost Property

41.1. Middle Temple cannot be held responsible for the loss or damage of any property left on the premises during or after the Event. 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 Front of House on 020 7427 4814 or 020 7797 7768.

42. Marquees

42.1. Marquees may be permitted in Middle Temple depending upon other bookings, via our accredited suppliers. If permission is granted for a marquee, then the following guidelines must be observed:

42.2. Marquees must be secured by water ballast or weights only.

42.3. No stakes may be driven into the lawn.

42.4. No vehicles may drive on the lawn.

42.5. Noisy work may only be carried out at certain times. Further details are available on request from the Events Office.

42.6. Portable toilet facilities may have to be hired in at your cost.

42.7. 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.

43. Pre-Event Meeting

43.1. 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.

44. Press, Media and Photography

44.1. Middle Temple only permits press or media coverage with reference to its buildings, collections, programs, and brand in relation to its own activities.

44.2. 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. No live coverage is permitted without prior written agreement.

45. Production Requirements

45.1. No production equipment is to touch the historic contents, historic fabric or interiors.

45.2. Middle Temple reserves the right to provide a duty electrician to be on hand throughout the evening for larger events at an additional cost to the hirer.

45.3. 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.

45.4. In certain areas temporary installations are only to be connected into the in-house supply by in house staff.

45.5. The supplier must ensure that any cabling in areas across which the guests may walk, are covered by rubber cable protectors. Such cabling must be as unobtrusive as possible; however, no nails or clips may be used to secure cables.

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

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

45.8. 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.

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

45.10 Any staging permitted must be placed first on protective matting as approved by Middle Temple. The supplier must report to the Event Supervisor / Duty Security Officer before departure so they may check the area.

45.11. Please note that rigging cannot be suspended within the Hall.

46. Reputation

46.1. 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.

46.2. 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. 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.

47. Round Tables

47.1. 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.

48. Seating Plans

48.1. 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.

49. Site Visits

49.1. 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.

50. Smoking

50.1. 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.

50.2. Smoking is permitted in the Garden and in designated areas of Fountain Court (not on the steps outside Middle Temple Hall).

50.3. Guests are required to use the ashtrays and receptacles provided.

51. Sound / Decibel Levels / Music

51.1. 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.

51.2. The Middle Temple Event Supervisor is entitled to require sound levels to be turned down to an appropriate level.

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

51.4. Any music or other entertainment must cease 30 minutes before the Event is due to end.

52. Staff

52.1. 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.

53. Tape Usage

53.1. 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 which you are required to provide at your own cost (or through one of our accredited suppliers).

53.2. 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.

54. Tastings for Events

54.1. For events 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.

54.2. If organisers wish to bring more than two people to a tasting, there will be a charge of £125 plus VAT per person.

54.3. Tastings normally take place during lunch time and must be booked as far in advance as possible subject to availability.

54.4. Tastings for two people include 3 starters, 3 main courses and 3 desserts. House wines are also provided during the tasting. Additional wines may be purchased for you to taste at list price.

54.5. We cannot provide food tastings for Canapés, Bowl Food or Sandwich lunches. Should you require a tasting, full charges will apply.

54.6. Your event must be confirmed and paid for before the tasting takes place.

55. Toastmasters

55.1. For events with guest numbers of 95 or above Middle Temple requests that you book a Toastmaster. Please contact us for more information on recommended Toastmasters.

56. Toilets

56.1. Disabled toilets are located in the Prince's Room corridor.

57. Wi-Fi and Computers

57.1. Wi-Fi is available throughout the internal public areas in the Hall and Bench Apartments and is provided free of charge.

57.2. 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.

57.3. We regret that there are no computer facilities available for guests.

58. General

58.1. 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.

58.2. 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.

59. Final Numbers for Catering and Drinks Packages

59.1 Final numbers for catering purposes and drinks packages (if a drinks package is being purchased) should be confirmed at least 3 (three) working days before the event date. This is the number that will be charged for regardless of how many guests actually attend the event. No refunds will be given if the number of guests falls below the confirmed final numbers. We will do our best to accommodate if you have additions after the three days but this cannot be guaranteed.

60. Minimum Food Spend

60.1 Please note that we have a minimum food spend of £1,500 plus vat (£1,800 including vat) for each Event. This does not apply if you are ordering from our "meetings" menu pack.

61. Staff Taxi Charges

Please note that for events that finish after 23:00, we charge a flat fee of £210 plus VAT for staff taxi fees to ensure that our staff get home safely

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 above Event Guidelines for holding my event at Middle Temple.

Name:

Signature:

Company Name: (If applicable)

Date of Event:

Please detach and send to:

Events Department, Middle Temple Hall, Middle Temple Lane, London, EC4Y 9AT

Alternatively, please scan and e-mail to: events@middletemple.org.uk