



Private Function & Events

Terms of Contract

Regents Lake
Bow Wharf, 221 Grove Road
London E3 5SN

2021

Private function & Events Terms of Contract

A warm welcome from Regents Lake, we are happy that you have chosen us to provide you and your guest a pleasant and memorable place to host your event.

The following is our contract with you; please feel free to ask for any clarification with any of the following terms:

Venue

- 1.1 Our venue consists of two main floors: ground and first floor. Both floors have similar seating capacities. The seating can be arranged as required by a client, but it is subject to health and safety guidelines.
- 1.2 The ground floor consists of the main hall in addition to the mezzanine floor, where the ground floor is hired this will automatically give access to the mezzanine floor. The ground floor will also give access to the mid-level toilet facilities, first level disabled toilet as well as the multi-faith room and bar area but all other area will be inaccessible.
- 1.3 The first floor consists of the main hall, the service area and access to middle level toilet facilities, disabled toilet as well as the multi-faith room.
- 1.4 If your event requires the hire of only one floor, we will allocate the first floor as default unless an arrangement has been made prior or if the first floor is unavailable then the ground floor will be allocated.
- 1.5 If your event requires the use of both floors than all the facilities in Para 1.2 And 1.3 will be included.
- 1.6 The bridal room is available for hire for an extra cost.

Making a booking

- 1.7 Booking the date for your event is only secured once a deposit of 30% is paid.
- 1.8 The event is confirmed once full payment is made; this payment must be paid in full 28 days before the event.
- 1.9 If full payment is not made before 28 days of your event than you will forfeit your event and Regents Lake will retain 90% of your deposit.

Venue Hire Refundable Cash Deposit

- 2.0 A Refundable Cash Deposit (RCD) is paid to the venue in all bookings this is to safeguard loss arising from damage to the property of Regents Lake by a client or their guests.
- 2.1 You must pay £500 Refundable Cash Deposit 28 days before your event. The Refundable Cash Deposit will be paid back to you within 14 days after your event, less any retention or penalty charge.
- 2.2 If you or any person belonging to your event cause damage to any part of the property than the cost of repair will be taken from the RCD and the remainder will be refunded. If the repair cost of the damage is greater than £500 an invoice will be issued to cover the additional cost.

Cancellation

Covid-19 Cancellation:

- 2.3 If the event has been cancelled due to Gov. Guidelines regarding wedding then we tell you to postpone the date without any admin charges, in genuine case if it's not possible to postpone then we will refund your deposit after deducting £250 admin charge.
- 2.4 All the requests for cancellation must be received in writing. Changes will become effective on the date of written confirmation being received.
- 2.5 No refund applicable for any cancellation request within 3 months of the event. Any cancellation outside 3 months of the event date would qualify the client to get 30% of the deposit paid. Any refund will be paid back within 14 days after receiving written cancellation.

2.6 **Catering**

- 2.7 You are free to get your own caterers.
- 2.8 Caterers may use our kitchen, but this must be arranged with us beforehand.
- 2.9 You or your caterers must clean our venue before your allocated time expires.

If your event exceeds the time allocated than a charge will be made

- 3.0 Untidy, then a penalty charge will apply to pay for cleaning the venue.
- 3.1 If Regents Lake provides the catering than you will not be responsible for cleaning up.

3.2 **Other**

No electronic equipment including audio equipment must be used or brought in the premises without prior consent; the exception is only for cameras or camcorders.

You will require permission for any merchandise, banners, advertising materials or anything else that is not deemed as an integral part of the Wedding decoration or for the function you are using the hall(s) for

