

# VENUE HIRE POLICY

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## 1. PURPOSE OF THIS POLICY

- 1.1. This Venue Hire Policy sets out the conditions, expectations and procedures for any external organisation (“the **Client**”) hiring space from Education for Industry Group (“the **Supplier**”). It ensures safe, compliant, and responsible use of our premises, safeguarding of students, and clarity around fees, conduct, and responsibilities.
  - 1.2. This policy also applies to all Education For Industry Group staff (Fashion Retail Academy, London College of Beauty Therapy, and Education For Industry Awards). All staff must follow the same venue hire processes and terms of use as external Clients. However, negotiated fees will apply.
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## 2. SCOPE

- 2.1. This policy applies to all venue hire bookings at:
    - Fashion Retail Academy**
    - Electra House**
    - 84 Moorgate**
    - London**
    - United Kingdom**
    - EC2M 6SE**
  - 2.2. The London College of Beauty Therapy is not available for venue hire.
  - 2.3. This policy does not apply to standard internal room bookings made by staff during the working day for normal operational, teaching, meeting, or organisational purposes, of which continue to be managed through the usual internal scheduling processes.
  - 2.4. This policy applies only to venue hire arrangements, defined as bookings for activities that:
    - 2.4.1. Occur outside normal operational use; or
    - 2.4.2. Require dedicated space allocation for a private activity; or
    - 2.4.3. Are initiated by an individual or team acting as a “Client,” whether internal or external; or
    - 2.4.4. Have a commercial, external-facing, or non-routine purpose.
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## 3. BOOKING

- 3.1. All venue hire bookings must be made by completing the digital booking form available at <https://www.efitraining.co.uk/venue-hire>.
  - 3.1.1. Completing the digital booking form is not a confirmation of booking.
  - 3.1.2. Digital booking forms are received by [info@efitraining.co.uk](mailto:info@efitraining.co.uk), overseen by the Industry Relationships team. Direct inquiries to this email address are not permitted and will be reverted back to the digital booking form.
  - 3.1.3. All venue hire bookings must be approved by the Vice-Principal and Director of Marketing before a booking can be confirmed. For bookings made by Education For Industry Group employees, the employee’s Director must also approve.
- 3.2. Clients must provide the following details at the time of booking:
  - 3.2.1. Venue space requested

- 3.2.2. Date of hire
  - 3.2.3. Start and end times (including setup and cleanup times)
  - 3.2.4. Contact details for the responsible individual
  - 3.2.5. Intended use of the venue
  - 3.2.6. Number of anticipated visitors
- 3.3. A booking is not confirmed until all of the following conditions have been met:
- 3.3.1. A **Venue Hire Agreement** is completed and signed by both parties:
    - 3.3.1.1. This is to ensure that the terms of the hire are legally binding, confirming the responsibilities, permitted activities, fees, and conditions of use, and ensuring the Supplier can enforce charges, cancellation terms, and safeguarding requirements if needed.
  - 3.3.2. A **Certificate of Public Liability Insurance** has been submitted and approved:
    - 3.3.2.1. This is to ensure that if an accident, injury, or property damage occurs as a result of the Client's activities, the Client's insurer, not the Supplier, covers any compensation, repair costs, or legal claims. This protects both parties and ensures the risks created by the Client's activities are not transferred to Education For Industry Group.
  - 3.3.3. (Where applicable) a Certificate of Employers' Liability Insurance has been submitted and approved:
    - 3.3.3.1. Where applicable, this is to ensure that if the Client brings employees who are working at an event (e.g., trainers, facilitators, event staff), the Client's employees are protected while working. It is not required for sole traders, freelancers operating alone, or groups comprised solely of volunteers.
  - 3.3.4. Any upfront fees (if required) are paid

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## 4. SAFEGUARDING

- 4.1. EFI Group is committed to maintaining the highest safeguarding standards for students and visitors.
- 4.2. Between 09:00 and 18:00, Monday to Friday, students are on-site, supported by a Designated Safeguarding Lead (DSL).
- 4.3. Clients must:
  - 4.3.1. Implement safeguarding measures for their own attendees
  - 4.3.2. Ensure their safeguarding policy covers their activities during the hire
  - 4.3.3. Provide a satisfactory Safeguarding Policy if working with under-18s or vulnerable adults
  - 4.3.4. Provide Enhanced DBS (with Children's Barred List) details, along with photo ID, for all staff attending on-site (including the lead manager) where required
- 4.4. Clients and all attendees must remain strictly within the allocated hire space. Entering any other part of the building without prior approval will result in a **£2,000 fine** payable within 30 days.
- 4.5. Clients and all attendees must be escorted to and from their allocated hire space by the Supplier. A second member of the Supplier team must be present in or nearby the allocated hire space for the full duration of the hire to facilitate escorting to and from the allocated hire space.

- 4.6. Students from the Fashion Retail Academy and London College of Beauty Therapy, as well as recent graduates (those who have completed their studies in the past 12 months) are strictly forbidden from attending any venue hire activity which falls under the scope of this policy.

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## 5. FEES AND PAYMENTS

- 5.1. Hire fees always include:
- 5.1.1. Standard hire rate
  - 5.1.2. Any applicable security fees where bookings require extended building access, opening/closing of the building, or support from security staff beyond standard operational hours
  - 5.1.3. Additional cleaning or damage fees (if incurred post-hire)
- 5.2. EFI Group does not charge VAT on venue hire.
- 5.3. Payment methods are stated within the Venue Hire Agreement and must be followed for the booking to remain valid.

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## 6. CANCELLATION

- 6.1. Refunds are issued according to the following schedule:
- 6.1.1. 100% refund: Where cancellations are made more than 7 days before the booking
  - 6.1.2. 50% refund: Where cancellations are made between 7 days and 24 hours before the booking
  - 6.1.3. No refund: Where cancellations are made within 24 hours of the booking

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## 7. TERMS OF USE

- 7.1. The venue may only be used for the following approved purposes:
- 7.1.1. Meetings/interviews
  - 7.1.2. Lectures, classes, training or workshops
  - 7.1.3. Assessments or exams
  - 7.1.4. Industry or networking events
- 7.2. The following are strictly prohibited:
- 7.2.1. The purchase, sale, or consumption of alcohol
  - 7.2.2. Betting, gambling, or lotteries
  - 7.2.3. Any illegal activity
  - 7.2.4. Any action that compromises building safety, safeguarding, or insurance
- 7.3. Clients must:
- 7.3.1. Leave the venue clean and tidy
  - 7.3.2. Avoid alterations to lighting, heating, fixtures, or fittings without permission
  - 7.3.3. Reimburse EFI Group for any damage caused
- 7.4. Noise levels must not interfere with other activities within the building.

- 7.5. No First Aiders are present outside standard hours and Clients must report any accidents or incidents immediately to the Supplier
  - 7.6. Clients are responsible for:
    - 7.6.1. The health and safety of their attendees
    - 7.6.2. Ensuring activities do not endanger any building users
    - 7.6.3. Having an evacuation plan for attendees requiring assistance
  - 7.7. Clients must complete relevant risk assessments and provide them upon request. EFI Group may refuse access if risks are not adequately managed.
  - 7.8. No posters, banners, signs or similar materials may be displayed without prior approval.
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## **8. INSURANCE**

- 8.1. Clients must hold valid Public Liability Insurance, covering:
    - 8.1.1. Bodily injury or illness
    - 8.1.2. Damage to property
    - 8.1.3. Claims arising from the Client's activities
  - 8.2. The Supplier accepts no responsibility for loss, theft, or damage to Client property.
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## **9. POLICY BREACHES**

- 9.1. Failure to comply with this policy may result in:
    - 9.1.1. Additional fees
    - 9.1.2. Immediate termination of venue hire
    - 9.1.3. Fines (e.g., £2,000 safeguarding breach)
    - 9.1.4. Denial of future booking requests
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## **10. DECLARATION**

- 10.1. By confirming a venue hire booking, the Client agrees to:
  - 10.1.1. Comply with this policy
  - 10.1.2. Adhere to all safeguarding, health and safety, and insurance requirements
  - 10.1.3. Accept responsibility for attendees during the hire period

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## VERSION CONTROL

**Owner:** Head of Strategic Programme Development

This Policy was last reviewed and agreed on 28 April 2026 by:

Deputy Principal

Director of Marketing & Sales

Finance Director

Head of Strategic Programme Development

Head of Personal Progression

Head of Human Resources

This Policy is reviewed annually and will next be reviewed and published by Wednesday, 30 September 2026.