



House of Lords Sales and Events terms and conditions

I. Definitions and Interpretations

I.1 In these Conditions the following definitions shall apply:

- a) “HOL” refers to the Corporate Officer of the House of Lords and those acting on his behalf.
- b) “HOL Representative” means the person designated as the main point of contact in all matters regarding the Event, as set out in the Summary Agreement Form.
- c) “The Event Organisation” means the person(s) or corporate body specified in the Summary Agreement Form.
- d) “The authorised representative” means the person designated as the main point of contact for the Event Organisation in all matters regarding the Event, as set out in the Summary Agreement Form.
- e) “Event Agreement” means the completed Summary Agreement Form, these Standard Conditions and any other documents expressly incorporated, which together form a binding contract between HOL and the Event Organisation.
- f) “The Venue” refers to the room in which the Event is to be held, designated in the Summary Agreement Form, and “ancillary areas” means all parts of the Parliamentary Estate (in addition to the Venue) to which the Event Organisation and persons attending the Event have access for the purpose of the Event.
- g) “The Event” means the title and/or description and details of the activity/function taking place at the Venue, as described in the Summary Agreement Form.
- h) “The Services” means the services to be provided by HOL in respect of the Event specified in the Summary Agreement Form.
- i) “Minimum Catering Charge” and “Additional charges” have the respective meanings given in the Summary Agreement Form.
- j) “The Event Charge” means HOL’s charges for the Event.
- k) “Conservation” means as all activities designed to preserve and stabilise the Palace of Westminster and contents, and to prevent future deterioration, both chemical and physical.
- l) “Force Majeure” means any incident outside of the control of HOL arising from:
 - i) the breakdown of equipment supplied by HOL or by third parties,
 - ii) failure of electric supply,
 - iii) act of God, including but not limited to fire, flood or leakage of water,
 - iv) access to the site being precluded due to legislation, police restriction or State occasion, or
 - v) act of terrorism or other public disorder,

which may cause the Venue and/or ancillary areas to be closed or use to be interrupted or cancelled.

I.2 Unless the context otherwise requires, the singular shall also include the plural and vice-versa.



2. Introductory

- 2.1 The date, time, Venue and services to be provided, will be agreed between the Event Organisation and HOL and set out in the Summary Agreement Form together with the Minimum Catering Charge and maximum permitted number of guests.
- 2.2 The Event Organisation shall pay the Event Charge (including any fee for use of the Venue) to HOL in accordance with the timetable set out in the Summary Agreement Form and clause 17 below.

3. Access

- 3.1 Access to the Venue is via Black Rod's Garden Entrance or Cromwell Green visitors' entrance in Parliament Square, as advised by the Banqueting Manager.
- 3.2 The Event Organisation, and its authorised representative, may have access to the Venue 45 minutes before the event is due to start, or 30 minutes for breakfast events. Access times must be agreed in advance with the House of Lords Banqueting Office.
- 3.3 No car parking facilities are available. By prior arrangement, however, Blue Badge holders may be set down and picked up in Royal Court.

4. Use of the Venue

- 4.1 No part of the Venue or ancillary areas may be used for any purpose other than that described in the Summary Agreement Form.
- 4.2 The Venue may not be used for any commercial promotion or demonstration, or (subject to the exceptions specified below) for any book or product launch, nor may publicity material for the Event include any commercial promotion. The exceptions are: launches for books written by, or books primarily about, a current or former Member of the House of Lords; and publications produced by UK Registered Charities.
- 4.3 No part of the Venue or ancillary areas may be used for any unlawful purpose or in any unlawful way.
- 4.4 No animal is to be brought into, or allowed to enter, the Venue or ancillary areas without the prior written consent of HOL (service dogs will be permitted but HOL requires prior notification).
- 4.5 Permission should be sought from HOL to allow any person under the age of 16 years to attend an evening event if the Event Organisation has prior knowledge of such a person attending. The Event Organiser has responsibility of the safeguarding of children and vulnerable adults attending the event.
- 4.6 No bolts, nails, tacks, screws, adhesives, tape or other such fixing devices may be attached to the walls or fabric of any building, plant or fence.
- 4.7 Evening events must be brought to a close by 22:30 and the Event Organisation shall ensure that all guests have left the Parliamentary Estate by 23:00. HOL reserves the right to recover additional charges incurred in the event of a late vacation of the Venue or ancillary areas.
- 4.8 Concerts, loud music or other activities likely to cause a noise nuisance are not permitted. Background music may be permitted with the prior consent of HOL at times when neither House is sitting nor adjacent rooms in use for other Events. For the avoidance of doubt, the Hirer is responsible for any required licenses or performance fees payable, for example a public performance licence or music royalties.

5. Signs, Placards and Advertisements

- 5.1 No placards or other articles are to be fixed to any part of the Venue, ancillary areas or fabric of the building.
- 5.2 No posters, boards, signs, flags or other emblems or advertisements are to be displayed outside any part of the Venue or ancillary areas without prior consent of HOL.
- 5.3 In such instances where HOL gives permission for any type of signage to be used, the Event Organisation must follow the explicit instructions given by HOL; and HOL reserves the right to remove, or have removed at the Event Organisation's expense, any type of signage, for any reason.
- 5.4 Any damage caused by the use or removal of any signage will be repaired at the Event Organisation's expense.

6. Consumables

- 6.1 HOL has the sole right to provide services for the Event, and neither the Event Organisation nor persons attending the Event may bring food or other consumables into the Venue or ancillary areas for the purposes of the Event without HOL's prior written consent.
- 6.2 Special dietary needs or requirements for split menus (for example, multiple options or choices for a main course) can be catered for if notified to HOL no later than 5 working days prior to the Event (excluding Bank Holidays and weekends). After this time, every effort will be made to provide the additional service, however this will incur additional charges.



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- 6.3 All listed drinks are sold on a sale or return basis and HOL reserves the right to charge for all opened bottles, even if unconsumed.
- 6.4 When consumables are charged on a consumption basis, the authorised representative shall check the opening and closing of stocks of consumables in the presence of the HOL Representative. In the event of the authorised representative failing to do so, the figures recorded by HOL shall be conclusive.
- 6.5 It is the Event Organisation's responsibility to notify HOL of any change in the name of its authorised representative from that specified in the Summary Agreement Form, and to ensure that all orders of consumables are signed for by the authorised representative. Where the Event Organisation fails to notify HOL of its authorised representative or orders are placed by persons other than an Event Organisation's authorised representative, the figures recorded by HOL shall be conclusive and the Event Organisation shall be bound to pay the charges for the Services. HOL will not accept any adjustments to the price unless this procedure is followed.
- 6.6 All consumables offered are subject to availability. Where consumables are not available, all reasonable endeavours will be made to offer a substitute.

7. Number of Guests

- 7.1 The maximum number of guests allowed within the Venue is governed by Fire, Health & Safety Regulations and Conservation requirements. The maximum number stipulated in the Summary Agreement Form must not be exceeded for any reason.
- 7.2 If this number is exceeded HOL may terminate the Event immediately without recompense to the Event Organisation. When the maximum number of persons permitted to attend the Event is reached, those arriving later may be denied access to the Parliamentary Estate.
- 7.3 At the time of booking the Event Organisation shall provide details to HOL of the expected number of persons attending the Event, including the authorised representative.
- 7.4 Following the booking, and by no later than 8 weeks before the date of the Event, the Event Organisation shall submit to HOL in writing an updated estimate of numbers attending the Event along with the Event Organisation's choice of menu, and selection of wines and other beverages and estimated quantities required.
- 7.5 The Event Organisation shall notify HOL of the final catering number five working days (excluding Bank Holidays and weekends) before the Event. The final Event Charge will be based on that number or the number actually attending, whichever is greater; and it will be no less than the Minimum Catering Charge.
- 7.6 The Event Organisation must supply a typed list of attendees' names, including the authorised representative, along with the name of the Event, the Venue and arrival time, to HOL a minimum of three working days in advance of the Event. A duplicate list (incorporating last minute changes) should be given to the security team at the relevant visitors' entrance when the authorised representative arrives, together with the mobile phone number of the authorised representative. At the same time, the security team must be notified of any disabled guests who are to be set down and picked up in Royal Court, along with the registration number of their vehicle. The Banqueting Office should also be notified of any last minute changes or disabled guests.

8. Electrical Equipment

- 8.1 No lighting, heating, power or other electrical fittings or appliances in the Venue or ancillary areas are to be altered, moved, or in any way interfered with.
- 8.2 No additional lighting, or any high intensity or halogen lighting, heating, power or other electrical appliances are to be installed or used within the Venue or ancillary areas without the prior written consent of HOL which will not be given unless evidence is provided that the equipment concerned has been tested and approved by a suitably qualified person. HOL will in no circumstances give permission for equipment generating haze, smoke or pyrotechnics.
- 8.3 Where HOL has approved the use of additional electrical equipment, the Event Organisation must ensure this equipment meets all relevant Health & Safety legislation and requirements, and when it is in use or being charged that it is supervised at all times. The Event Organisation shall indemnify HOL against all claims and expenses for any injury or damage caused by such equipment.
- 8.4 In addition, such equipment must comply with relevant Conservation requirements, and where used in historically sensitive areas, be approved for use by HOL.

9. Intellectual Property Rights

- 9.1 The Event Organisation may not infringe or allow any copyright to be infringed, including Parliamentary copyright, for the purposes of the Event. Permission must be sought from HOL for the use of any trademark or website name owned or managed by HOL, on any invitation or publicity relating to the Event.

10. Publicity, Photography and Media

- 10.1 Any media interest in the Event must be notified in writing to HOL.



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- 10.2 If a photographer is required, the Event Organisation must complete the photo permit (contained in the banqueting pack) and return it to the Banqueting Office at least one week in advance of the event in order that the permit can be issued. The granting of a permit will be decided in accordance with HOL's rules on filming and photography.
- 10.3 The Event Organisation may not grant broadcasting or filming rights related to the Event without the prior written consent of HOL. The grant of such rights may incur additional charges payable to HOL. Should the Event Organisation require the use of cameras for any commercial purpose HOL must approve their use prior to the Event.
- 10.4 The Event Organisation may not publicise or advertise the Event, or this agreement, without the prior written permission of HOL agreeing the nature, timing, content and choice of media proposed by the Event Organisation.

11. Fundraising and Gambling

- 11.1 Where the Event Organisation is a UK registered charity. In this case, the Event Organisation may, with the permission of HOL, use the Event for fundraising in connection with its charitable purposes, for example by: (a) charging guests who attend a function an amount which exceeds the actual cost per head; and (b) holding fundraising auctions involving pledges. But no form of gambling may take place without HOL's prior written consent: see clause 11.3.
- 11.2 Where the Event Organisation is not a UK registered charity. In this case, the Event may not be used for direct or indirect financial or material gain, including political fundraising, by the Event Organisation or any other person or organisation. The amount of money (if any) charged to guests must be broadly in line with the actual cost per head, which can be ascertained from HOL.
- 11.3 No sweepstake, raffle, tombola, lottery or other form of gambling is to be permitted to take place in the Venue or ancillary areas without the prior written consent of HOL, and it shall be the responsibility of the Event Organisation to obtain any licences and permissions required under the Gambling Act 2005 should HOL's consent be provided.

12. Smoking etc.

- 12.1 Smoking or use of e-cigarettes at the Venue or ancillary areas is strictly forbidden, except in designated external smoking areas. The use of candles is also strictly forbidden.
- 12.2 The Event Organisation shall be responsible for any costs arising as a result of any alarms and fire prevention systems being triggered in the event of a guest smoking or using e-cigarettes or by the use of candles or the Event Organisation's equipment at the Event. No recompense for the curtailment or cancellation of any Event will be payable to the Event Organisation by HOL occasioned by the triggering of fire alarms.

13. Removal of Equipment after Event

- 13.1 Following the Event, the Event Organisation is to remove, or have removed, all equipment previously brought in by or on behalf of the Event Organisation, and within the times specified by HOL.
- 13.2 HOL cannot accept responsibility for any items left behind after the Event has taken place.

14. Damage to the Building or Property

- 14.1 The Event Organisation is to take good care of, and not cause any damage to, the Venue and ancillary areas or to any fittings, equipment or other property belonging to, or under the control of, HOL.
- 14.2 The Event Organisation shall make good, or pay to be made good, any damage caused by any guest or person for whom the Event Organisation is responsible during the Event and/or during the "set up" / "clear up" periods unless such damage is attributable to the wilful or negligent act or omission of HOL or its officers, employees or agents.

15. Liability, Indemnity and Insurance

- 15.1 Unless caused by the wilful or negligent act or omission of HOL or its staff or agents and provided always that HOL may at its discretion first decide whether they wish to settle a claim, the Event Organisation shall indemnify and hold harmless, HOL, its officers, employees and agents in full against any claim arising from:
 - 15.1.1. the death of, or any injury caused to, any person attending the Venue and ancillary areas in connection with the Event;
 - 15.1.2. damage to, or loss of, any equipment, goods, articles or property brought to, or used at, the Event by the Event Organisation or any other person or organisation;
 - 15.1.3. any works required to repair any damage caused to the fabric of the Venue or ancillary areas in connection with the Event;
 - 15.1.4. any fine or legal action arising in relation to the holding of the Event.
- 15.2 HOL accepts no responsibility for any errors or omissions appertaining to Event details not confirmed in writing to HOL.
- 15.3 HOL shall not be liable to the Event Organisation by reason of any loss sustained or inconvenience caused as a result of, or in any way arising out of cancellation or re-scheduling.



15.4 HOL shall not be liable to the Event Organisation by reason of any delay in performing or any failure to perform any of HOL obligations in relation to the Services if such delay or failure is due to any cause beyond HOL's reasonable control.

15.5 The Event Organisation shall effect and maintain with a reputable insurance company a policy of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Event Organisation arising out of the Event and in respect of the liability outlined in clause 15.1 above. Such policy shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Event Organisation.

15.6 The terms of insurance or the amount of cover shall not relieve the Event Organisation of any liabilities under the Event Agreement.

16. Parliamentary Estate: entry and security

16.1 Having regard to the high security requirements and considerations in relation to the Parliamentary Estate, HOL reserves the right to refuse entry to any person, vehicle or piece of equipment to the Venue at any time and for any reason without liability to the Event Organisation or any third party.

16.2 All persons entering the Parliamentary Estate for the purpose of the Event are subject to security searches at any time. They must pass through a pedestrian security search point each time they enter the Estate; and they must display a pass at all times while on the Estate.

16.3 No object larger than hand luggage size (56cm x 45 cm x 25 cm) may be brought through a pedestrian security search point onto the Parliamentary Estate for the purpose of the Event.

16.4 The Event Organisation must notify HOL in advance of any object exceeding those dimensions that is to be brought onto the Parliamentary Estate for the purpose of the Event. Any such item will be screened by HOL at an offsite screening centre.

16.5 HOL reserves the right for any duly authorised representative of HOL to enter the Venue at any time during the Event for any authorised purpose.

17. Payment of Event Charge

17.1 The Event Charge (including, where applicable, VAT at the prevailing rate) must be paid as per the following schedule. (See the Summary Agreement Form for further details.)

Note – Invoices payable within 7 days of Invoice Date.

Payment	Amount	Comments
1	Deposit specified in Summary Agreement Form	This must be paid to HOL by the Event Organisation within 7 days of the date of the invoice to secure the booking of the Event. It is non-refundable if the Event Organisation cancels less than 6 months before the date of the Event. For bookings confirmed less than 6 weeks before the date of the Event, the invoice will be for a single pre-payment which combines the Deposit and Second Instalment (referred to below).
2	Second instalment (pre-payment) specified in Summary Agreement Form	HOL shall issue an invoice to the Event Organisation approximately 6 weeks before the date of the Event, which must be paid within 7 days of the date of the invoice (failing which HOL reserves the right to treat the Event as cancelled by the Event Organisation so that the charges specified in clause 18.1 below will apply).
3	Remaining Balance which will consist of the full cost of services provided including a 12.5% service charge on all published food and drink prices. The total amount charged will be not less than the Minimum Catering Charge, after taking into account the first two payments made by the Event Organisation	HOL shall issue an invoice to the Event Organisation after the Event which must be paid within 7 days of the date of the invoice.

Preferred method of payment (in all cases) is via debit card or BACS transfer.

17.2 The Event is not confirmed, and the Event Organisation shall have no rights pursuant to this Agreement, until (i) HOL is in receipt of the Summary Agreement Form signed by the Event Organisation, and (ii) the deposit payment has cleared. Failure to return the signed form and pay the deposit to HOL within 7 days of the form being sent the Event Organisation will result in the release of any provisional booking by the Event Organisation and the Venue being made available by HOL for other events.



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- 17.3 If payment of the second instalment (pre-payment) is not received by 4 weeks before the date of the Event, HOL reserves the right to cancel the Event, retain the deposit and make additional charges which the Event Organisation will be liable to pay; and HOL will not be liable for any loss or damage incurred by the Event Organisation or any third party as a result of the cancellation.
- 17.4 For the avoidance of doubt, HOL may exercise any statutory right to claim interest and compensation for debt recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998 if it is not paid according to the agreed payment schedule.
- 17.5 In the event of HOL incurring expenses not provided for in any quotation as a result of the occurrence of the Event, i.e. variation and/or alteration of instructions and/or a failure by the Event Organisation to provide instructions, HOL may add such expenses to the Remaining Balance and they shall be paid by the Event Organisation to the HOL as additional charges.
- 17.6 An Event taking place on a Saturday, Sunday or Bank Holiday will incur a supplementary charge.
- 17.7 Payment may be made by BACS transfer to the following account: House of Lords Catering & Retail Services, sort code 30-99-50, account number 00140196, Lloyds Bank.
- 17.8 A remittance advice detailing the amount paid, the date of payment, the Event name and number, and the invoice number must be sent to the following postal address: House of Lords Catering & Retail Services, General Office, House of Lords, London SW1A 0PW.
- 17.9 Payment may be made by cheque (in pounds sterling). It must be crossed and made payable to House of Lords Catering & Retail Services, and sent with a remittance advice as referred to above.
- 17.10 Payment may be made by debit or credit card by calling 020 7219 4222 and quoting the Event name and number and invoice number.
- 17.11 HOL reserves the right to increase its prices for services during the interval between confirmation and the date of the Event.
- 17.12 All prices in relation to this Agreement are stated inclusive of VAT at the prevailing rate, and VAT shall be payable by the Event Organisation where applicable.

18. Cancellation and rescheduling

- 18.1 If an Event is cancelled by the Event Organisation, the following charges are payable by the Event Organisation (without any discount, regardless of whether the Organisation is a registered charity):

Period	Fees payable
Less than 6 months before the Event	Deposit retained
Between 3-8 weeks before the Event	Deposit retained plus 50% of the Minimum Catering Charge plus any additional charges.
Less than 3 weeks prior before the Event	100% of the HOL's estimated total charges for the Event (which will be not less than the Minimum Catering Charge) plus any additional charges

- 18.2 The estimated total charges for a cancelled event will be calculated on the basis of the expected number of persons attending the Event (which will be the updated estimate of the numbers attending the Event provided under clause 7.4 or 7.5) and on the menu and wines etc. already selected. In instances where an updated estimate has not been provided and/or menus have not been agreed, the Event Organisation will be liable to pay to HOL the Minimum Catering Charge plus any additional charges, less any pre-payment already made.
- 18.3 A request by the Event Organisation to cancel or reschedule the Event must be confirmed in writing by letter or email to the House of Lords Banqueting Office.
- 18.4 The HOL may waive or refund charges in exceptional circumstances, such as on compassionate grounds.
- 18.5 A request to reschedule an Event received by HOL less than 8 weeks before the Event is due to take place, or a request made at any time to reschedule an Event which has already been rescheduled, will be treated as a cancellation with the result that the charges in clause 18.1 above will apply.
- 18.6 If HOL agrees in principle to reschedule the Event, it must be held no more than 90 days from the date of the Event specified in the original booking; and if no suitable date can be found within that 90 day period, the Event will be treated as a cancellation with the result that the charges in clause 18.1 above apply.
- 18.7 Where HOL does agree to a request to reschedule the Event to another date within that 90 day period and clause 18.5 does not apply, the deposit and second instalment payment (if already paid) will be transferred to the rescheduled Event; but expenses and any loss of profit incurred by HOL as a result of the rescheduling are payable by the Event Organisation as additional charges.
- 18.8 HOL may cancel or reschedule the booking at any time by written notice if:
 - 18.8.1 the Venue is closed due to circumstances outside its control which precludes the Event taking place, i.e. a Force Majeure event;
 - 18.8.2 the booked date falls on or around the State Opening of Parliament, or during any Parliamentary recess;
 - 18.8.3 if it would be unreasonably difficult to hold the Event due to an unexpected Parliamentary event or due to a security incident;



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- 18.8.4 the Event Organisation becomes unable to pay its debts as they fall due or enters into liquidation, administration or bankruptcy; or
- 18.8.5 the Event may, in the opinion of HOL, damage or prejudice the reputation and/or good name of either House of Parliament or Members of either House.

18.9 In the event of cancellation by HOL pursuant to clause 18.8, the HOL will refund in full to the Event Organisation the deposit and any further part of the Event Charge plus additional charges that have been paid by the Event Organisation to HOL. However, the HOL will not otherwise be liable for any loss or damage incurred by the Event Organisation or any third party as a result of the cancellation.

18.10 HOL may cancel the Event if the Event Organisation fails to observe or perform the terms of the Event Agreement; and it will then be treated as a cancellation by the Event Organisation with the result that the charges in clause 18.1 will apply, and HOL will not be liable for any loss or damage incurred by the Event Organisation or any third party as a result of the cancellation.

19. Invitations for the Event

- 19.1 All guests and other persons attending the Event (including staff of the Event Organisation, the authorised representative or other persons helping to organise the Event on behalf of the Event Organisation) must bring with them an invitation card and a photographic ID in order to grant them access to the Palace of Westminster. Persons who do not bring these items may be denied access to the Palace.
- 19.2 Attendance at the Event is by invitation only to persons invited by the Event Organisation. Invitations may in no circumstances be sold to the public by the Event Organisation or sold on by persons invited by the Event Organisation. A breach of this condition may result in cancellation of the Event by HOL under clause 18.8.
- 19.3 Proofs of invitations must be submitted to HOL for approval before printing.
- 19.4 Invitation printing is available from the House of Lords, with quotes available upon request. Please allow up to 10 working days from the point of approval to receive your invitation cards.

20. Sponsored Events: special conditions

- 20.1 This clause applies in the case of the Event which is sponsored by a Member of the House of Lords (“the Sponsoring Member”).
- 20.2 For a personal booking by a Member, the Member may be both “the Event Organisation” and “the Sponsoring Member”.
- 20.3 The use of the Venue for the Event is subject to the House of Lords Banqueting Rules, agreed by the House of 30 July 2014.
- 20.4 The Event may not take place without the presence of the Sponsoring Member.
- 20.5 HOL may cancel the Event if it is to take place in breach of the House of Lords Banqueting Rules (for example, the rule that the Sponsoring Member must attend the entirety of the function); and it will then be treated as a cancellation by the Event Organisation with the result that the charges in clause 18.1 apply, and HOL will not be liable for any loss or damage incurred by the Event Organiser or any third party as a result of the cancellation.
- 20.6 Invitations for the Event must be sent out in the name of the Sponsoring Member who will be present as host.
- 20.7 If the Sponsoring Member is entertaining private guests, a partner’s name may be added to the invitation card.

21. In the event of an emergency

- 21.1 A single stage voice alarm will be activated to inform guests to leave the building. The evacuation procedure is to exit the Palace of Westminster through Black Rod’s Garden entrance. Guests will be escorted out of the building by a recognised Fire Marshal.

22. Deliveries for the Event

- 22.1 Private vehicles (including those driven by couriers) are not permitted to access the Venue or ancillary areas. Deliveries for the Event must go via the Offsite Consolidation Centre. Please contact the Banqueting Office for any clarification needed on this matter.

23. Health & Safety

- 23.1 The Event Organisation and persons attending the Event must follow all instructions given by HOL relating to fire and health & safety legislation and policies governing the Venue and ancillary areas.

24. Assignment and third party rights

- 24.1 The benefit of this Event Agreement is personal to the Event Organisation and shall not be assigned, sub-contracted or disposed of in any way without the written permission of HOL.



24.2 This agreement does not confer on any third party any benefit or right to enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

25. Bribery and Prevention of Corruption

25.1 No gifts or gratuities are to be offered to or accepted by HOL's employees or agents before, during or after the Event.

25.2 The Event Organisation shall not, in relation to the Event Agreement, request, offer, promise, agree to receive, accept or give a financial or other advantage to any person intended to induce that person to perform a function or activity improperly or to reward any person for the improper performance of a function or activity, or where it is known that the acceptance of the advantage would itself constitute the improper performance of a function or activity. The attention of the Event Organisation is drawn to the criminal offences under the Bribery Act 2010.

25.3 The Event Organisation shall not enter into this or any other contract with HOL in connection with which commission has been paid or agreed to be paid by or on behalf of HOL or to the knowledge of HOL unless, before such contract is made, particulars of such commission, and to the terms of any agreement for the payment thereof, have been delivered in writing to HOL.

26. Complaints

26.1 Any complaint in connection with the Event must be made in writing to the HOL Representative within 3 working days after the Event has taken place.

27. Notices

27.1 All notices, demands or requests by either party to the other shall be in writing and shall be sufficiently served if delivered by email, by hand or sent by first class post to the address of the Event Organisation or the HOL Representative.

28. Entire Agreement

28.1 The following documents shall form the entire Event Agreement between the parties:

28.1.1 The Summary Agreement Form;

28.1.2 These Standard Conditions for Events at the House of Lords;

28.1.3 Any other agreed and signed documents relating the Event, additional conditions or other matters relating to the Event and expressed to be incorporated in the Agreement.

29. Freedom of Information and Data Protection

29.1 The Event Organisation acknowledges that the House of Lords is a public authority for the purposes of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIRs"), and as such has statutory duties to disclose certain information held by it, if such information is requested from it in connection with the Event, subject to the application of any of the exemptions contained in the FOIA and EIRs. HOL may also publish limited information about banqueting events as detailed here: <http://www.parliament.uk/documents/foi/House-of-Lords-FOI/House-of-Lords-publication-scheme-July-2012-update.pdf>

29.2 So far as is necessary for the purpose of the Event, HOL may process any personal data (which may include special categories of personal data) relating to the Event Organisation, the authorised representative and persons attending the Event. HOL and the Event Organisation must each process personal data about persons attending the Event in accordance with data protection legislation. HOL's personal data privacy statement can be found here: <http://www.parliament.uk/site-information/data-protection/lords-data-protection-information/>

29.3 The Event Organisation must inform persons attending the Event that their personal data will be passed to HOL for the purposes of: (a) ensuring the security of the Palace of Westminster; (b) facilitating access for attendees with disabilities; and (c) catering for attendees with special dietary requirements. The Event Organisation must also draw attendees' attention to HOL's personal data privacy statement (see clause 29.2 above).

30. General

30.1 No variation of the Event Agreement shall be effective unless agreed in writing and signed on behalf of HOL and the Event Organisation.

30.2 If the expression "Event Organisation" comprises more than one person, both or all such persons shall be jointly and severally liable under the Event Agreement.

30.3 The Event Agreement shall be governed in all respects by the law of England and Wales, and any dispute shall be subject to the exclusive jurisdiction of the courts of England and Wales.