



VENUE HIRE TERMS & CONDITIONS

2 Commercial Road / 150 Bridport Road / London N18 1TP

1. Customer Details

Full Name: _____

Mobile: _____

Cancellation Policy

- A minimum of **14 working days' written notice** is required to cancel your booking and receive a **full refund** of any payments made (excluding the booking deposit, which stated as non-refundable).
- Cancellations made **less than 14 working days** before the event will receive **50% of any payments made**, excluding the damage deposit and any minimum spend paid by bank transfer.
- Any refund will be processed after confirmation of the cancellation.

Time: Check In 12:00- 15:00PM – 23:00 (DJ off)

Hall Information

- Capacity: 500 seated guests
- 20 round banqueting tables
- 10 rectangular tables
- 500 chairs
- Each round banqueting table seats up to 10 guests

Hall Hire Pricing

- **Hall hire: £1,900 / or £150 P/h (Customised Version)**
- **Refundable damage bond: £300 (locked charge)**
- **Cleaning fee: £300 (locked charge)**
- **Decoration a day before fee: £150 (evening only)**

Total: £2,500

To secure the booking, a deposit of 50% is required: £1,250

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Alcohol & Entertainment Policy

- Licensing Act 2003 compliance
- Live music conditions
- DJ requirements
- Illegal drugs prohibited
- Noise management

Food Responsibility

- The Hirer is fully responsible for any food and beverages brought into the Venue or supplied by an external caterer. If the Hirer chooses to use an external caterer, the Hirer accepts full responsibility for the quality, preparation, storage, handling, and serving of the food.
- The Venue accepts no liability for any food poisoning, food-related illness, allergic reactions, or any injury, loss, or damage arising from food or drink supplied by the Hirer or any third-party caterer.
- Any external caterer must comply with UK food hygiene and food safety legislation.

Conduct and Use of the Venue

The Hirer is responsible for ensuring that all guests, contractors, entertainers, and suppliers:

- Behave in a respectful and responsible manner at all times.
- Do not cause damage to the venue, its fixtures, fittings or equipment.
- Do not engage in any illegal or antisocial behaviour.
- Respect neighbouring properties by keeping noise to a reasonable level.
- Comply with all instructions given by Silver Suite Hall staff.
- Follow all music licensing conditions and agreed finishing times.

Silver Suite Hall reserves the right to stop entertainment, refuse entry, or end an event if these conditions are not met.

Parking

SSL accepts no responsibility for any parking fines or penalties incurred by visitors. On-street parking around the venue is generally free, except in resident permit bays and other restricted parking areas.

Please note: On Tottenham Hotspur Stadium event days, special parking restrictions and Controlled Parking Zones (CPZs) are in operation. Visitors are strongly advised to check whether an event is taking place before travelling, as parking restrictions may apply. See the stadium events calendar here: [Tottenham Hotspur Stadium Events](#).



Customer Identification

For insurance and security purposes, all Hirers must provide a valid photographic **ID before** the event.

Accepted forms of identification include:

☐ UK Driving Licence

☐ Passport

☐ National Identity Card

A copy of your ID will be held securely in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. It will only be used to verify your identity and will be securely deleted after the event has concluded, provided no disputes, damage claims, or legal matters remain outstanding.

Behaviour Towards Staff

Silver Suite Hall is committed to providing a safe environment for customers and employees.

Threatening, abusive, aggressive, or offensive behaviour towards staff will **not** be tolerated. Any such behaviour may result in:

- Immediate closure of the bar (where applicable).
- Withdrawal of venue services.
- Immediate termination of the event.
- Removal of individuals from the premises.
- Loss of any refund or damage deposit where appropriate.

Children

Children under the age of 16 must be supervised by a responsible adult at all times.



CCTV

For the safety and security of customers, staff, and property, **24-hour CCTV** operates throughout Silver Suite Hall, including:

- Reception and entrance areas
- Main hall
- Patio and outdoor areas

CCTV recordings are managed in accordance with the **Data Protection Act 2018** and **UK GDPR** and may be disclosed to the police or other authorities where required by law.

HIRER'S DECLARATION

I, the undersigned Hirer, confirm that I have read, understood, and agree to abide by the Venue Hire Terms & Conditions. I accept full responsibility for ensuring that all guests, contractors, entertainers, caterers, and any other persons attending or working at the event comply with these Terms & Conditions.

I understand that failure to comply with these Terms & Conditions may result in the loss of all or part of my **security deposit, additional charges** for any loss or damage, immediate termination of the hire, or other action where appropriate.

I confirm that all information provided in this agreement is true and accurate to the best of my knowledge.

Hirer's Full Name: _____

Address: _____

Telephone: _____

Email: _____

Event Date: _____ **Venue Hire Time:** _____

Signature of Hirer: _____

Date: ____ / ____ / ____



VENUE HIRE TERMS & CONDITIONS

PAYMENTS & BANK DETAILS

Silver Suite Hall

Name: SILVER SUITE

Account Type: Business

Sort Code: 82-19-80

Account Number: 20273853

CONTACTS : MANAGEMENT

Phone: +44(0)2034754037

Mobile: +44(0)7956866291

[E-mail Link:](#)

**To secure your booking, this form must be signed
and returned together with:**

A 50% deposit (payment receipt or confirmation).

A copy of a valid photo ID for the person responsible for the event.

**Your booking will only be confirmed once all of the above have
been received.**