

Operational Conditions & Guidelines

The following operational conditions and guidelines must be followed when managing and operating an event at the Royal Courts of Justice. Please read this guide carefully and do not hesitate to contact the Events team should you require further information on 020 7947 7726. Please note the document must be signed and returned to the RCJ events team before an event can be confirmed.

A-Z Reference Information

Access

Access times and arrangements will be agreed at the time of booking and clearly stated on the contract.

Accredited Suppliers

The Hirer can only use event specialists from the accredited supplier list. This includes catering, lighting, production, sound, flowers and security.

Adhesive Tape

Materials containing strong adhesives or oily substances, including gaffer/duct tape, silicones, mastics and blu-tack will deface natural stone surfaces and are difficult to remove. These materials must not be used. Where an adhesive tape is required, only a low-tack tape should be used, and it must be removed immediately after use. If residues are left on the building fabric, this should be immediately reported to the RCJ events team and the Hirer or the contractor will be contra-charged any costs incurred by the RCJ in their removal.

Advertising & Promotion

The Hirer must gain written consent from the RCJ events team in order to use the RCJ name, RCJ images and RCJ address in any related products or materials prior to production and distribution.

Audio Visual

The Hirer must select an approved production specialist from the accredited supplier list.

Balconies

Signs, backdrops and banners may be hung from balconies only subject to the agreement of the RCJ events team and receipt of an appropriate method statement.

** NB Equipment cannot be attached to any part of the balconies at any time. All lighting equipment must be free-standing.

Building Fabric Protection

All the finishes in the Great Hall and surrounding areas are of stone or marble and are susceptible to damage from impact, abrasion and spillages. Clients must provide suitable protection to all floors and walls to prevent damage to the fabric of the building.

** NB If equipment does not have rubber tipped feet or legs then appropriate floor protection must be fitted under the equipment.

Candles & Naked Flames

Candles are permitted as table decorations in the Main Hall, and may be sanctioned in reception areas by the RCJ events team, subject to approval of the location and type of candles proposed, and suitable protection for the fabric of the building against smoke or wax damage.

Cable Management

The Hirer and their nominated contractors should ensure that all cables are secured using low-tack tape only. All cable runs should be safe and no cables should be run across entrances to toilets. If cables need to be run from a point in the Main Hall, such as a stage, to the power supplies located at the sides of the Main Hall then the contractors must ensure that suitable provisions over and above taping down the cables are made, such as rubber matting, to ensure that the cables do not constitute any form of trip hazard, particularly as they may be crossing a fire exit.

** NB if cables are laid on the morning of an event, they must not be laid across doorways. They can only be placed across fire exits and doorways after 5pm and then covered with the appropriate matting.

Catering

The Hirer must select an approved production specialist from the accredited supplier list. Only electrical primary cooking or reheat equipment is permitted within the building. No primary cooking or reheat equipment, or bars dispense facilities involving water will be permitted within the Great Hall. Two areas within the building have been designated as temporary "kitchen" areas. The first area is known as the Crypt Kitchen area which must be used for ovens and hot cupboards. Services available in this area for catering equipment consist of 16 x 3kw outlets. The second area is known as the Old Coffee Shop area. Services available in this area for catering equipment consist of 16 x 3kw outlets. All electrical supplies (leads and sockets) are put in place by an on-site electrician and must be used in the format designated by him for safety reasons. Power requirements for catering equipment must be provided at the production meeting so that suitable provisions can be made. Please note that fryers are not permitted on site.

** NB No cooked fish dishes are permitted on site. Only cold fish dishes are permitted.

Catering in the Painted Room and Bear Garden

Hot and cold food can be served in the Painted Room and Bear Garden. A kitchen facility can be set up in a room next to the Bear Garden. There are 2 x 13amp sockets for catering equipment in the room. There are also 2 x 13 amp sockets available in the adjoining corridor. Special care must be taken to protect the floor and walls of the room and the air must be suitably ventilated.

** NB please take into account the available power when designing a dinner menu.

CCTV Cameras

The CCTV cameras in the Great Hall must not be obstructed with any production/themeing during the day as they must have a clear view of the main entrance.

Champagne, Wine and Water

The Hirer must order all champagne, wine and water from the RCJ events wine list. All bottled beer, spirits and soft drinks must be provided by the approved caterer. For further details regarding the delivery and returns policy please contact the RCJ events team.

All champagne, wine and water will be charged to the hirer directly and must be pre-paid before the event.

Chandeliers

No items may be hung from the chandeliers in the Great Hall. The chandeliers must not be moved or touched in any way.

Cleaning

Users must leave the venue clear and in a good state. Standard cleaning of the venue once cleared of guests is included in the venue hire. The RCJ events team reserves the right to make additional charges to cover the cost of any special cleaning requirements. Please ensure that all event literature, corporate gift bags and empty cardboard boxes are removed from site at the end of the event.

Cloakroom

Cloakroom services are not included in the venue hire. Seasoned Events can provide a quote for coatrails and hangers. The cloakroom facility must be attended at all times and RCJ events team cannot accept responsibility for loss or damage of any items.

Coaches

There is one coach drop-off point on the Strand between the West Green entrance and Main Entrance.

Commission Payments

Agency booked events will be eligible for pre-contracted commission of the venue hire on the condition that they complete an agency commission form prior to making a claim.

Commission Payments for Accredited Suppliers

All accredited suppliers providing ancillary services must pay a 10% commission payment to the RCJ events team.

Confetti

Use of confetti and glitter cannons are not permitted in the venue.

Contracted Event Times

The contracted times for the event must be strictly observed and RCJ events shall ensure that all guests have left the venue by the contracted time. Bars must therefore stop serving all drinks 30 minutes before the closing time and all music or entertainment must cease 15 minutes prior to the closing time. The contracted finish time will not be extended in any circumstances.

Corporate Logos & Branding

Corporate logos can be reproduced as gobos and banners can be displayed inside and outside of the building subject to approval.

Corridors

The Hirer and their nominated catering contractor must ensure that clear and adequate walkways are left through the designated kitchen areas to allow for these areas to be accessed and/or evacuated quickly and safely in the event of an incident.

Costume Gallery

The Hirer and their contractors are not permitted to set up anything in the Costume Gallery prior to 5pm on the night of the event.

Court Rooms

All court rooms must be cleared before guests are allowed in the building. Daytime use of the courts must take priority. It is possible to open the Lord Chief Justice Court Room (Court 4) for guests to view during a pre-dinner drinks reception in the Costume Gallery. There is a supplementary hire charge of £100 ex vat for this facility.

CO2 Cannisters

The RCJ events team requires that wherever electrical equipment is in place, provision of a CO2 canister be positioned in close proximity. This includes bands/discos and bars.

Damage

Any damage caused to finishes in the Great Hall or associated areas will be reinstated by the RCJ events team and charged to the Hirer or contractor.

Dancing & Dancefloors

Live music, disco and dancing are permitted in the Great Hall and Costume Gallery. A dancefloor must be provided by the Hirer to protect the floor for dancing.

Deliveries & Collections

No deliveries will be accepted at the Courts during the hours of 9am – 5pm, Monday to Friday. All deliveries must be made via the West Green entrance. Vehicles will only be permitted entry to the venue if RCJ events have a vehicle registration number. Access is possible via the Main Entrance and Carey Street entrance subject to approval and sufficient security cover being available.

** NB Vehicles must not be brought onto any of the paved areas around the car park.

Delivery & Collection Times (Mon-Fri)

After 5pm the evening before the event as long as there are no events taking place that night.

Between 5am and 8:30am the morning of the event. Vehicles must deliver through the West Green and be off-site by 8:30am.

After 5pm on the evening of the event.

Delivery & Collection Times (Weekends)

At weekends deliveries may be made any time after 9am via West Green car park, Carey Street Entrance, Main Entrance or the Quadrangle as agreed with the RCJ Events Manager and subject to security arrangements. All vehicles must exit through the vehicle gates in West Green.

Disabled Access

There are wheelchair accessible routes to all event areas. The West Green car park must be used for access to the Great Hall or Costume Gallery. The Quadrangle car park must be used for access to the Painted Room and Bear Garden. Wheelchair accessible toilets are also located in all of the events spaces. Parking for persons with disabled badges can be arranged in West Green, or for vehicles to drop them within the confines of the car park, upon receipt of names and vehicle registration number. The RCJ events team will designate a member of his staff to meet and guide any persons needing to use these routes, or needing any other form of assistance in attending an event. The Hirer should advise the RCJ events team of any guests with disabilities as early as possible, and at the latest at the production meeting, so that he can advise them with regard to routes, facilities and seating plans specific to their event.

Draping and Starcloths

If a drape/starcloth is pre-rigged by the Great Hall Enquiry Desk during the day it cannot go above 2m as it will obstruct the CCTV cameras. There are no height restrictions after 5pm. All installations across the Main Hall must leave a gap of at least 1.9m each side. A full width drape/backdrop can be installed but it must have either retractable sections of 1.9m wide or off-set baffles each side leaving a walkway of 1.9m. Where the drape/backdrop is installed the full width of the Great Hall with retractable sections or baffles at the sides these must be signed with illuminated fire exit signs.

** NB If equipment does not have rubber tipped feet or legs then appropriate floor protection must be fitted under the equipment.

Drug Use

RCJ events operates a strict anti-drug policy. If anyone is found in possession of drugs they will be asked to leave the venue and the police may be informed.

Entertainment

The Hirer must inform RCJ events in writing of the precise type of entertainment that will be provided (eg live band, DJ, cabaret, comedian etc)

Entertainer and Organiser Rooms

Consultation Rooms 1 and 2 are available for entertainers or organisers at no extra cost.

Enquiry Desk

The main enquiry desk in the Great Hall is fixed and cannot be moved. The desk and the area in front of it must be left alone and cannot be used for events as the area must be left clear for security staff.

** NB Under no circumstances may power sockets on the Enquiry Desk be used for events.

Equipment Identity

All equipment and packages delivered to the venue must be clearly marked with the name of the company owning that equipment, the person receiving the equipment, the event name and the event date.

** NB deliveries will not be accepted between the hours of 9am-5pm.

Event Spaces

The principal event spaces available to hire are the Great Hall, the Costume Gallery and the Painted Room & Bear Garden.

External Lighting

2 x 13-amp twin sockets are available at locations convenient to site lights or projectors outside the Main Entrance. In addition there are floodlights illuminating the front façade that can be covered with colour gels, subject to the agreement of the RCJ Event Manager. The floodlights are light sensitive and automatically come on when it gets dark. There are also 2 x 63 amp 3 phase supplies located off the Quadrangle courtyard.

Filming & Photography

Guests are permitted to take still photographs of the event should they wish to do so. Personal cameras will be allowed into the building on the evening of the event for this purpose. Guests and organisers should note that should they be allowed access to

any of the Court rooms such as for tours, then no photography of any kind is permitted in the Court rooms. Professional photographs of guests and the event are permitted. However where photographs showing the Royal Courts of Justice are to be used for publicity of any form, the Hirer and / or the event organisers should seek permission of the Royal Courts of Justice Event Manager for their use. Video cameras are not permitted in the building at any time with the exception of arrangements where the production team run a live video feed of the event to plasma screens around the event areas during the event. Press photography or filming of the event for transmission on television etc. may be allowed at the discretion of the Royal Court of Justice. All requests will be evaluated individually.

First Aid

Staff trained in basic first aid will be on site at all times during your event. Please contact security at the main entrance in the event of an incident.

** NB St John Ambulance is included in the venue hire charge of the Great Hall.

Fire Exits

The RCJ events team will be on hand to direct and guide any evacuation procedure that results. The principal means of escape is through the main entrance; alternative means of escape routes are clearly signed. A pathway of at least 2m² must be left around every fire exit, at all times, including during set up and de rig. Clear access to all fire extinguishers and break glass boxes is required. The emergency green exit sign above the doors must also be clearly visible at all times. Current legislation deems that all emergency exit signs (running man with arrow) must be maintained, i.e. lit permanently and powered from 240v source.

Fire Equipment

In case of fire, hand held extinguishers for trained personnel are available at key points within the event areas. The RCJ events team express in the protection of the building and public interest that any removal or improper use of fire protection equipment within the venue during contracted hire periods will be subject to a penalty charge

Fire Evacuation

In the event of a fire, the RCJ events team has total authority to order an evacuation whether of the site or to a designated safe area within the site, or to terminate the event, in order to prevent injury or loss of life. All incidents will be evaluated to determine whether they pose a real threat. The RCJ events team will investigate any incidents that activate the in-house fire alarm, prior to any evacuation, to ensure that false alarms are kept to a minimum. The internal voice alarm system will be deployed by the duty officer and will provide instructions to guests.

** NB The in-house PA system speakers are used to transmit emergency messages in the Main Hall; these are located along the sides of the Main Hall on stands and must not be interfered with in any way by the Hirer or their contractors.

Fireworks

Fireworks are not permitted inside or outside of the building.

Fixtures and Fittings

No contractor or client may interfere with the fixtures or fitting in the venue. Assistance must be called and any adjustments approved and supervised. Any adjustments must be re-adjusted on departure and left as found.

Flambeaux

Flambeaux can be used outside the main entrance.

Flame Retardant Test

All approved fabric and any other flammable items; from curtains to false trees should have certificate saying that they have been treated and tested up to fire regulation standards.

Flight Cases

All flight cases must be removed from site following any pre-rig of equipment scheduled for the evening or morning before an event. There is no flight case storage permitted overnight or during the day due to security reasons. Flight cases can be brought back onto site as part of the de-rig process. The only exception to this is where there is no pre-rig of an event and cases may be stored adjacent to the event areas if space permits during the event, or at weekends, where the set-up takes place on the same day as the event.

Floor Plans

Floor Plans and technical specifications are available from the RCJ events team. The RCJ events manager must receive scaled plans of proposed dimensions and positions of items within the rooms no later than 14 days prior to the event.

** NB If, in the opinion of the RCJ events team, the proposed layout is likely to prejudice the safety of the venue the Hirer shall alter the position of dimensions in accordance with the venue requirements

Floors, Walls and Pillars

Floors, walls and pillars up to a height of 1.2m in the kitchen Crypt, and any further areas used to distribute food and drink, must be protected by the catering contractor. Contractors should make their own proposals for provision of protection, which will be approved by the RCJ events manager. Protection must be non-permeable to ensure that any spillages do not soak through to the floor surface and must be securely fixed to floors, walls and pillars using a low-tack tape only. If adequate protection is not provided or incorrect tape is used leading to residues from either the tape or food and drink, this will be noted and the cost of cleaning or rectifying any damage charged to the Hirer.

Florists

The Hirer must select an approved production specialist from the accredited supplier list.

Furniture

Furniture including banqueting tables, chairs and trestle tables must be ordered from the RCJ events team. The invoice is to be paid by the hire and must be pre-paid before the event.

Gas Cooking

Gas cooking equipment is only allowed in the West Green exterior courtyard. Cooking cannot commence until 7pm.

Guest List

A guest list of the expected attendees and a sample of the invitation must be given to the RCJ events team prior to the event.

** NB The Hirer must have a representative checking off guests on arrival.

Hanging

Equipment or installations must not be fixed directly onto the fabric of the building. Rigging and installations for staging, acrobats etc. must be designed so that their construction and any performance or other activity does not hit any part of the building including the chandeliers.

Health & Safety

The Hirer and their contractors are to ensure that they comply with all relevant Health and Safety legislation and regulations and take out public liability insurance for the event as detailed in the Terms and Conditions of Hire. The RCJ events team will require written confirmation of this fact.

Heating

There are 8 heaters in the Great Hall which are on during the winter months. The heaters are switched off between 1 April and 1 October.

Helium Balloons

Balloons containing helium are permitted but should be of a make and design that will only last 12 hours maximum.

Ice

Ice and ice sculptures must be removed from site by the catering contractor at the end of the event

Inspection

The Hirer is required to jointly inspect the hall with a representative of the RCJ events team prior to the event and agree the general condition of the finishes. It is the entire responsibility of the Hirer to leave the Hall and approach areas exactly as found after each event.

Insurance

The Hirer should hold Public Liability Insurance with a minimum of £5 million. Additionally, the Hirer should ensure that all equipment bought into the RCJ is adequately insured against damage and loss. The RCJ events team will not accept liability in any circumstances.

Integrity

The Hirer is required to ensure that the integrity and reputation of the Royal Courts of Justice is respected at all times and that the event arrangements take due account of the importance and sensitivity of the setting and the surroundings.

Kitchen Equipment

Kitchen equipment (ovens, hot cupboards etc) must be ordered from the RCJ events team.

Licenses

The venue can be used for corporate events until midnight. However the Hirer can pay an additional fee to extend the hire until 1am for corporate events. Please ensure that attendance is by invitation only. The event should not be advertised for general attendance. If you are unsure whether your event is public or private please consult the RCJ events team. Guests under the age of 18 may not be served alcohol. Bars and drinks service must close at least 30 minutes before the contracted finishing time of the event.

Lighting

Lighting and AV equipment on stands must be equipped with rubber tipped feet or legs, or placed on suitable protection. Lighting equipment must not be attached to any stonework.

Logistics Meetings

The Hirer must arrange at least one logistics meeting prior to the event to discuss the requirements of their clients and contractors. The meeting must be arranged at least 14 days prior to the event.

** NB All site visits must be arranged via a member of the RCJ events team. Clients cannot view the venue unsupervised.

Loading & Unloading

The majority of kit is loaded in through the West Green entrance. There is a goods lift, however light equipment is normally carried up the steps. The main entrance and Carey Street entrance may be used for production and lighting kit subject to approval and security arrangements.

** NB Vehicles must not be brought onto any of the paved areas around the car park.

Main Entrance

The main entrance is open to the public between 9am and 5pm. Exclusive use of the main entrance can be arranged from 19:00.

Marble Floor

The RCJ events team takes a great deal of trouble to care for the Great Hall and high levels of daily maintenance are allocated to areas such as the fine polished stone and marble floor.

**NB A dancefloor must be installed for dancing at all events.

Music

The Royal Courts of Justice is not a concert venue therefore sound levels outside will be monitored during the soundcheck and levels will be set.

Noise Levels

No noise nuisance should be caused to inconvenience local adjoining owners or properties, particularly in relation to events taking place in external areas.

Outmess

An outmess area can be set up in either the Crypt or Costume Gallery. We request that the Hirer provides 2 additional outmess meals for the 2 RCJ venue managers.

Parking

Parking for contractors and event personnel is available for up to 30 vehicles in West Green car park after 5pm for individual cars, and after 6pm for vans and lorries. Vehicle registration numbers must be given to the Event Manager no less than 48 hours prior to the event. Vehicles must not be brought onto any of the paved areas around the car park. The closest metered parking is on Carey Street.

** NB cars must not be left on site overnight. All cars must leave at the end of the event.

P.A.T. Testing

Current Portable Appliance Testing must have been carried out on all electrical equipment and electrical cables that are used on site within the venue. The certification must be produced if asked for. Any equipment not certified will not be allowed on site.

Pyrotechnics

Pyrotechnics, explosions, flaming torches, oil burning torches and lamps are not permitted within the Royal Courts of Justice. Flaming torches and oil lamps may be sited in external areas with the agreement of the RCJ events team.

Power Supply

There are 16 commando sockets located at 8 points in the Great Hall, behind each radiator. The 8 commando sockets behind the 4 central radiators each provide a 25-amp supply. Each pair of commando sockets behind the remaining 4 radiators provides a 25-amp supply. In addition there is a 13-amp twin socket outlet behind each of the 8 radiators. These share a 32-amp ring main between the sockets on each side of the Great Hall; 2 number 32-amp ring mains in total.

** NB Production may only use one of the twin 13-amp sockets on the 8 heaters as the remaining socket is used by the RCJ Emergency PA speakers. Do not plug into both twin sockets.

2 x 63 amp 3 phase supplies are located in at either end of the basement below the Great Hall for contractors to run a supply to either the ground floor level or North and South balconies. These supplies are from 5-pin commando sockets. The cable run from the South supply to the South balcony is 30m; the cable run from the North supply to the North balcony is also 30m. Contractors will need to provide their own cables and adaptors.

Pre-rig

Morning pre-rigs for production and lighting must be approved before departing the site at 8:30am. A member of the RCJ events team will be on site at 8am to sign off the set-up. If the RCJ events team have any concerns regarding the set-up (ie cable management, fabric protection, screening of kit, draping of balconies) then remedial action will be required before the building opens.

Production

The Hirer must select an approved production specialist from the accredited supplier list.

Quotations

A full quotation of your event requirements is available from the RCJ events team.

Registration Desks

Registration desks are normally set up in the foyer outside the main entrance prior to guests going through the security scanners.

Rigging

See 'Hanging'

Rubbish Removal

The Hirer and their contractors are responsible for maintaining tidiness of all areas before, during and upon completion of the event. All waste material (cardboard, glass and food) must be removed by the Hirer and their contractors immediately after an

event. All areas of the site used in conjunction with the event must be left clean after the event. A member of the RCJ events team will take handover of the site from the client or their nominated contractor at the end of the event clear out. An inspection will then be made at the end of the event and the site signed off once the RCJ's representative is satisfied all items have been removed and any issues with regard to cleaning, rubbish etc. have been satisfactorily addressed.

** NB Cooking fat or oil, alcohol and other liquids must be removed from site and not poured down drains or sinks.

Security

The RCJ security team is responsible for the security of the building and the perimeter. All guests and contractors are required to comply with the buildings security arrangements. All guests are required to pass through security checkpoints when entering the building. This involves passing through an X-ray arch and putting all coats, bags, mobile phones and metal objects into baskets to pass through the X-ray machine. If guests still set off the X-ray arch they will be checked with hand-held wand devices.

** NB We provide 1 security arch for up to 300 guests. Any event over 300 guests will require both arches.

The Hirer must supply a named official, who is responsible for the conduct of the guests at the function. It will be their duty to take the appropriate action with regards to the guests, should any incidents occur. A mobile number for the responsible official must be supplied to the RCJ events team in advance of the event.

Soundsec Security provide private event security (included in the venue hire charge) to manage any potential incidents with respect to the behaviour of guests during an event. They have the right to eject guests if their behaviour is inappropriate.

The Client must supply the RCJ events team with final numbers and copy of the ticket or invitation for the event at least 3 working days before the event.

The Client and their contractors must supply the RCJ events team with comprehensive numbers of staff involved in the event. Each company will be given dated contractor passes that must be issued to all staff working at the venue. No staff will be allowed access without holding the appropriate pass. All contractors should access the venue using the West Green entrance unless specific arrangements to access using an alternative entrance have been made with the RCJ events team.

Where the RCJ events team have agreed to allow vehicle access to the Client and/or their contractors, they must supply the following information or vehicle access will be denied; vehicle registration numbers and company name. This information must be supplied at least 3 working days before the event. Vehicle drivers and passengers must also be issued with the appropriate contractor passes.

The RCJ events team reserve the right to refuse access without prejudice to any person.

Signage

The RCJ events team put out directional signs to indicate the route to the reception or dinner. Additional signs are also put out to indicate the locations of toilets in the event areas. The Hirer may replace these signs with their own signs should they so wish. Signs may be blu-tacked to the metal sign and signboards around the event areas if required. Any external advertising signs, logos or coloured lighting must be agreed with the RCJ events team. The RCJ events team reserves the right to veto this to protect the dignity of the building.

** NB Signs must not be attached, by any means, to wood or stone surfaces.

Smoking

The RCJ is a no-smoking building. Guests must smoke outside the iron gates at the Strand entrance. No smoking is permitted within the perimeters of the Royal Courts of Justice. There is a designated smoking area provided in the West Green car park. Contractors and their staff must use this dedicated area to smoke.

Smoke Machines

Haze or smoke machines are not permitted in the venue.

Soundchecks

Production teams can only commence their soundcheck once the RCJ events team has authorised it. All courts must be cleared before the soundcheck can begin.

Sound System Management

Amplified, live or recorded music and discotheques must run their equipment from a power source agreed with the RCJ events team. There are two sources of power allocated for these activities, suitable for the two designated stage positions at the front and side of the Main Hall. These power sources are fitted with an override switch so that the RCJ events team can cut the power to the music should he need to make an emergency announcement.

Spillages

The Hirer or their contractors must have cleaning equipment available to mop up spillages and dropped items such as glasses or food. The minimum equipment required will be for a 'squeegee' mop and rinsing bucket and a suitable dustpan and brush. The Hirer or their contractors are to evaluate the scope of their event and modify this requirement accordingly.

Staff Changing Facilities

An area will be provided for catering staff to change and leave their bags; this will usually be behind the rear kitchen area by Court 28.

Staging

Any staging installed at the front or back of the Great Hall must have a minimum gap of 1.9 m either side left free as fire exits.

** NB Staging must be protected with ply or carpet (placed beneath the structure) to prevent damage to the floor.

Storage

A storage area is available for catering equipment (primary cooking and reheat facilities, cutlery, crockery, glasses etc.) to be stored upon delivery prior to the event. This is the L-shaped corridor located off the Crypt kitchen area. All items should be stored in this area, with items such as crockery, cutlery and glasses being stored at the Crypt end of the corridor where they are most secure. Items of furniture can be stored in a designated area in the Main Hall following delivery. The contractor must ensure that screens are provided to segregate these items from the remainder of the Main Hall.

There are no storage facilities available for the Hirer during the day. All deliveries must be arranged for 5pm or later. The Hirer must also ensure that all items and materials are removed from the venue immediately after the event.

Theming

The Hirer must agree the content of any themes and activities taking place during events with the RCJ events team. The RCJ events team reserves the right to veto any themes or activities, as they deem necessary. Any content, design or activity deemed to have connotations of illegality or to be inappropriate to the venue will be refused.

Ticket Sales

Tickets for events shall not be available for purchase on the door on the night of an event.

Toilets

Separate male and female toilet and hand washing facilities are available to guests throughout the events spaces. RCJ events are responsible for cleaning toilets before, during and after the event, and maintaining their condition. The facilities have warm air hand driers.

** NB Hirers may provide hand or paper towels if wished, but must provide sufficient receptacles for used items.

Trip Hazards

Cables during set-up and de-rig should be managed to a suitable safe working environment. Also any obstructions for short period of time during setup / de-rig to fire escape routes should be considered on the risk assessment

Trolleys

Trolleys or other vehicles used to transport heavy goods or equipment are to have hard rubber wheels or pneumatic tyres. Doors are to be opened by hand or temporarily propped; they must not be opened by pushing with equipment in transport or trolleys.

Vehicle Registration Numbers

Vehicle registration numbers must be given to the RCJ events team no less than 48 hours prior to the event. Security control will not grant access to vehicles that are not on their daily list.

Water Supply

A temporary mains water supply is available to the Hirer in the West Green, adjacent to the steps leading to the Crypt Kitchen area.

Weapons

No weapons of any description whether real or replica are permitted within the Royal Courts of Justice whether as part of theming, staging, decorations, costumes or performances.

Wine

See 'Champagne, Wine and Water'

DECLARATION

I confirm that I have read and understood the RCJ Operational Conditions & Guidelines and agree to abide by the conditions of operation at the Royal Courts of Justice.

HIRER

Company Name	_____
Event Date	_____
Name of Event	_____
Client Name	_____
Telephone	_____
Signed	_____
Date	_____