

TERMS AND CONDITIONS OF HIRE OF LETTSOM HOUSE

Lettsom House, 11 Chandos Street, London, W1G 9EB

Lettsom House, the elegant Regency home of The Medical Society of London, provides competitively-priced conference and meeting facilities for up to 80 people in an exclusive tranquil and friendly atmosphere. The house is 5 minutes' walk from Oxford Circus.

The facilities include a conference/lecture hall with comfortable and flexible seating arrangements for up to 80 people; the beautiful "Fellows' Lounge" for receptions/buffet meals for the same number; and the "Council Room" and the newly refurbished "Library" for smaller meetings. Along with its historic charm, extensive up-to-date audio-visual equipment is installed in the Conference Room and Library and a variety of catering arrangements are available.

This information pack contains a brief description of the rooms available, the scale of charges, a booking form and the Terms and Conditions governing the hire of rooms. There is, however, no substitute for coming to visit us. Some of our customers have been using Lettsom House for decades (one since 1893!) and most of our new customers are astonished to find this oasis of calm and elegance so close to the hurly-burly of Oxford Street.

Please contact the Deputy Registrar if you require more information or to arrange a visit, on 020 7580 1043 or visit our website www.medsoclonдон.org

The Medical Society of London

The Medical Society of London is believed to be the oldest medical society in the world and was founded in 1773 by a great visionary and philanthropist, Dr John Coakley Lettsom, F.R.S.

At that time there was a marked hostility between the three branches of the medical profession - the physicians, the surgeons and the apothecaries. The physicians were a highly exclusive group and they looked down on the surgeons, who had only broken away from the Barbers' Company some 30 years earlier. Both looked down on the apothecaries, who acted more or less as the G.P.'s of their day, but were permitted to charge only for their prescriptions, not for their advice.

It was the vision of Dr Lettsom that led him to realise that a Society encompassing these three groups would help to reduce conflict between them and, through discussions and lectures, improve the standards of medical care. Consequently, in July/August 1773, the Medical Society of London was formed with equal numbers of physicians, surgeons and apothecaries.

The Society has had a fascinating history and considerable influence in the intervening years. In 1873 it moved to its present home and Fellows of the Society meet regularly at Lettsom House for lectures and discussions. Hardback histories of the Society are available, on request, at prices of £10 and £45. The former covers the first 200 years of the Society while the second brings the story into the 21st century in colour.

The Conference Room

Facilities:

Accommodates up to 80

Recently refurbished and the principal room in Lettsom House, the Conference Room is approximately 800 sq.feet, carpeted with parquet surround. Individual modern upholstered chairs with arm rests. The room has a fixed rostrum and lectern. Full light-dimming facilities, controlled from lectern. Black-out blinds.

The room can be arranged as the Hirer wishes - theatre style (for 80), seminar style, examination style (tables available at no extra cost), boardroom style, etc. The numbers are limited to 40 for cabaret style seating.

Audio-visual equipment includes: Electrically operated projection screen, 15' x 7'6; Lectern with microphone and internal amplifier, long throw LCD projection and light dimming controls; Computer; laser pointers; flip charts; sound recording equipment; mobile and lapel microphones.

The Fellows' Lounge

Facilities

Accommodates up to 80

Approximately 750sq.ft., fully carpeted. Elegantly furnished and decorated with historic original oil paintings. Suitable for receptions and buffet meals only and not meetings or conferences due to the adjoining kitchen facilities.

The Council Room

Facilities

Accommodates up to 24

Approximately 400 sq.ft. fully carpeted. Seating for up to 24 at boardroom table. Due to the weight of this table it is a permanent fixture in the room and cannot be moved.

Audio-visual equipment available:

Projection screen; laptop computer; LCD projector; laser pointers; flip charts

The Library

Facilities

Accommodates 12/14

Approximately 300 sq.ft, with solid floor. Seating for up to 12 at boardroom table

Audio-visual equipment available:

Large TV screen; laptop computer connection; LCD projector;laser pointers; flip charts

Unfortunately, due to the nature and age of Lettsom House, the interior of which is Listed, it has not been possible to install a lift to the first floor on which the rooms above are situated, nor to the gentlemen's toilets which are in the basement. While our staff are pleased to assist individual visitors where possible, the House is not suitable for wheelchair users or those with movement-based disability.

TERMS AND CONDITIONS

Terms and conditions governing the hire of rooms at The Medical Society of London

Introduction

The arrangements for the booking and use of rooms at Lettsom House are, in practice, very informal, because most of our customers are old friends who treat our house as they would their own home. These terms and conditions are primarily for the protection of the House and of The Medical Society of London as a registered charity.

Confirmation of Bookings

- All bookings must be confirmed in writing, on the Society's Booking Form or by email.
- Written confirmation will be taken as acceptance of these Terms and Conditions
- The organisation and/or individual in whose name the booking is made will be considered the Hirer, and shall be jointly and severally liable in respect of the booking.
- The Hirer shall notify the Society, not less than seven days prior to the function, of the anticipated number of guests attending and any catering arrangements. Less than seven days' notice may result in catering not being available.

Cancellation Charges

- In the event that the Hirer cancels a confirmed booking, the following charges will be applied:
Less than 20 working days' notice: 50% of the Room Hire Charge
Less than 5 working' notice: 100% of the Room Hire Charge
- Notification of cancellations should be made in writing or by email and will be effective on the date received by the Society.
- The Society reserves the right to cancel the booking if the holding of the function is prevented by reason of circumstances beyond the control of the Society. In no event will the Society be liable for any consequential loss or damage arising from such cancellations.

Deposits and Payment of Accounts

- The Society reserves the right to require payment of all or part of the room hire charge at any time prior to the date of a function. Should the Hirer fail to pay such a deposit, the Society may treat the booking as having been cancelled by the Hirer.
- All accounts are due within one month from the date of invoice. The Society reserves the right to make a credit charge of 5% per month on overdue accounts.

Admission and Identification of Guests for Functions

- **Event Organisers/Hirers are responsible for the identification and/or registration on entry of those attending their functions in Lettsom House.**
- **The Main Door to the House will only be left open if it is manned and those who enter are formally identified by the Organiser/Hirer.**
- **The Medical Society of London Staff are responsible for building security and reserve the right to refuse admission to anyone who is not positively identified.**
- **The Medical Society of London takes no responsibility for uninvited personnel attending functions where they are not formally identified by the Organiser on entry.**

Third Party Personal Insurance and Liability

The Society shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by, or done or happen to, any persons during the holding of a function arising from any cause whatsoever. Nor shall the Society be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, Government restriction or Act of God which may cause the Society's premises to be temporarily closed or the function interrupted.

Cloaks and Personal Property

The Society does not accept responsibility for the property of customers or guests. A cloakroom is provided for the convenience of guests but any goods deposited are done so at the owner's risk and without any obligation on the part of the Society.

Times of Hire

- Unless otherwise stated, the hire of all rooms is for the following periods:
 - Morning 9.00am - 1.00pm
 - Afternoon 1.00pm - 5.00pm
 - Evening 6.00pm -10.00pm
- Functions are required to finish at the times stated or agreed when the booking was confirmed. Extensions to these times, should they be possible, may incur additional charges. Extensions beyond 10.00pm will incur an additional charge of £60 per half-hour, or part thereof.
- A Function is not deemed to have ended until all those involved, including caterers, have left the premises.
- Rooms are let on a whole-session basis and there is no reduction for partial use.

Affixing of Signage and Damage to the Property

No signs or other items shall be placed outside or affixed to any part of the Society's premises by any means without the prior consent of the Society. The Hirer shall be responsible for any damage caused to the allocated rooms by any act, default or neglect of the Hirer, subcontractor or guests, and the Hirer shall pay to the Society on demand the amount required to make good any such damage.

Payment to Third Parties

Hirers are responsible for making payments direct to outside caterers. Any other charges required to be paid by the Society to third parties as a result of any decision by the Hirer shall be charged to the Hirer.

Nature of Functions

The nature of the function or meeting shall be notified to the Society at the time of booking, and the Society may, at its absolute discretion and without giving any reason, refuse to let the premises to the Hirer.

Subletting

The Hirer shall not sub-let the hired rooms.

Use of the Society's Name and Address

Invitations to events to be held at the Society's premises must be marked R.S.V.P. to the address of the Hirer and not to the Society. Under no circumstances may a Hirer imply, in print or otherwise, that any product or event carries the endorsement of the Society.

Smoking

Smoking or the use of E-Cigarettes(Vapes) is not permitted at Lettsom House.

RECEIPT OF THESE TERMS AND CONDITIONS BY EMAIL AND THE SUBSEQUENT BOOKING AND HOLDING OF THE EVENT WILL IMPLY ACCEPTANCE OF THE ABOVE

The Medical Society of London is a Registered Charity, No.209242