

# Bryanston Square Gardens Party Request

## Party Details

Trustee: \_\_\_\_\_

Trustee Contact (Email/Phone): \_\_\_\_\_

Requested Date/Time: \_\_\_\_\_

Number of Trustee Attendees: \_\_\_\_\_

Number of Non-Trustee Attendees: \_\_\_\_\_

Plans for Catering and/or Other Services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understood the Terms & Conditions for the use of Bryanston Square Garden listed below. By requesting permission for use of the Bryanston Square Gardens for a private event, I accept the Terms & Conditions.

Trustee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Terms & Conditions for the use of Bryanston Square Garden for a private event

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## General Guidelines

- The Garden is intended for the enjoyment of those living on/around Bryanston Square only. For any planned gathering of more than 20 people, advance permission from the Event Oversight Committee Member and the Managing Agent is required. Gatherings of more than 100 people are not permitted.
- The privilege of organising planned gatherings is reserved for key holders whose accounts are in good standing.
- On agreement with the Event Oversight Committee Member and the Managing Agent, the electronic paperwork and deposit must be lodged with the Managing Agent to secure the date. By submitting the paperwork, the hosting Trustee acknowledges having read and understood these Terms & Conditions.
- Any proposed event, given permission from the Committee, will have access 2 hours immediately before and after the proposed event to set up and dismantle, clear any debris and leave the Garden as found. Set-up may begin no earlier than 8AM; the garden needs to be vacated by 11PM (including dismantling and clean-up) in accordance with City of Westminster noise guidelines.
- The responsibility to clear the Garden of any debris remains solely with the organiser under whose name the event is booked.
- Whilst the Committee continues to limit the number of private events to ensure quiet and peaceful enjoyment of the Garden, it is imperative that any proposed parties are registered in advance. Failure to do so may result in a fine or withdrawal of access.
- Private events are not permitted during the annual Open Gardens weekend (June) or on Christmas Day.
- Bryanston Square is a community as well as an asset and we endeavour to look after both! Failure to clean the Garden will result in forfeiture of the deposit.
- Bryanston Square Trust shall not be liable for any personal injury or any damage to property occurring in or in the proximity of the Garden during the event.

## Party Rates

- There is no charge for gatherings in which all participants are Trustee or non-Trustee key holders; advance notice of any planned gathering of more than 20 people is still

required. A gathering in which the number of non-key holders exceeds 20 people is subject to the Party Rates.

- Full Day: £900 for a full day
- Half Day (8AM-12PM or 12PM-5PM): £300
- Evening (5PM-11PM): £400
- A deposit of £500 is required for parties of more than 20 people in total, and in any event where external caterers/entertainment are present. The deposit will be refunded upon confirmation that the Garden was left in good order. On agreement with the Event Oversight Committee Member, a signed copy of the Terms & Conditions and the deposit must be posted with the Managing Agent to secure the date.

## Further Conditions

- No commercial events are allowed. The Garden is available for Private events only.
- All invitations to guests must be issued privately and not advertised on social media to avoid unwanted attention.
- It is the party organisers' responsibility to ensure that any guest who has access to the Garden understands all of the Garden rules and regulations and abides by them.
- The number of participants to the proposed event, not to exceed 100 in number, must be confirmed by prior arrangement with the Event Oversight Committee Member and the Managing Agent.
- All events are to be confined to either the north or south part of the Garden, by prior arrangement with the Managing Agent and our Event Oversight Committee Member. Please remember this is a private Square and any disruption to the Trustees must be kept to an absolute minimum. The Garden will be open to residents of the Square in the usual way, throughout the duration of the event.
- No glass whatsoever should be brought into the garden. Please use plastic cups, not wine glasses or glass tumblers.
- No ball games are permitted.

## Toilets

- There are no toilet facilities in the Garden. Please make arrangements for your guests to use your home as needed. Using the flowerbeds is not permitted and as the Garden is overlooked on all sides, someone doing so may cause offence to a passerby or neighbour.

## Security

- The organiser is responsible for ensuring that the garden gates are kept closed and locked unless staffed for the whole of the duration of your event including the set-up and removal of any furniture and equipment.

## Noise Levels

- The Square is solely residential and any proposed music, whether recorded or live, is to be agreed by prior signed agreement beforehand.
- The hosting key holder is reminded to be sensitive to your neighbourhood with regard to noise, music and proposed amplification. The hosting key holder is responsible for ensuring that the party is not a nuisance.

## Shrubs, Flowerbeds, Lawn Protection

- Please enforce best efforts to ensure that your guests and staff do not venture on to the flowerbeds and do not damage shrubs. Any damage will be taken out of the deposit.
- All supplies are to be brought in/taken out through the gates and not over the railings.
- Please protect the lawn and other parts of the garden from damage and ensure that any heavy objects, including garden benches, are lifted - not dragged across the lawn or gravel. Any garden furniture moved to accommodate the party must be returned to its original location.
- No barbecues, fireworks or any kind of open flame may be deployed in the garden at any time.

## After Care

- Anything brought into the Garden must be taken away at the end of the party.
- Please ensure that any food or other refuse is properly bagged up and disposed of. Refuse facilities are available at the foot of Montagu Square; absolutely no refuse is to be left in or around the Square.

## Animals

- No animals are allowed in the Garden at any time, except for service animals. This rule applies to private events also; please ensure that guests do not bring animals.
- As an urban park, the Garden is occasionally home to foxes and other wildlife. Party organisers and their guests should exercise caution if wildlife is sighted, particularly if children are present. No one should approach or feed wildlife, as there is always a risk of rabies or other disease, including from animal borne ticks.