

NLC Event Booking Terms & Conditions



Payment: All Events must be pre-paid two weeks prior to the Event taking place, with the exception of small Meetings booked in the Lawrence Robson and Naoroji room.

Confirmation: Any provisional bookings must be confirmed in writing (e-mail or letter) within fourteen days of reserving the space. The deposit payment will be required to be received within fourteen days.

Confirmation of function/event details: All Menu, wine and equipment requirements should be provided to the Club's Events Team no later than 14 days before the event. Should the event booking be within 14 days of the event date, all arrangements should be agreed and communicated immediately

Guest List: In the interest of security a Guest List is to be provided to the Club twenty-four hours prior to the commencement of any Event.

Staff Fund Contributions: Club Rules do not permit Members or Guests to offer gratuities to the Club Staff. However, a discretionary service charge of 10% will be added to the final event invoice for the Staff Fund.

Advertising: No external advertising in any form of media will be permitted unless express permission is obtained from the Club Secretary.

Timings: Evening Functions – Dinners and Cocktail Parties can be extended beyond 11.00pm this will incur an additional hourly charge of £500.00 to provide taxis home for the Staff. Absolute last orders will be at 01.00am on Friday and Saturday.

Weekend Rates: Any Event being held on a Saturday or Sunday will be subject to a hire fee of £8,0000
Mobile Telephones: These are to be switched to "silent" mode upon entering the Club and may only be used in privately hired meeting/function rooms.

Food and Beverages: No Events are permitted to bring any food or beverage into the Club unless permission has been granted in writing by the Secretary.

Damage to Club Property: Any items damaged by guests during Private Events will result in a charge being levied in order to repair or replace said items.

Loss or Damage to Member or Guest Property: The Club will not accept responsibility for the loss or damage of any merchandise or items left in the Club prior to, during or after an Event. Any valuables brought into the Club will be at the Member's or guest's own risk.

Photography: Photography is forbidden in any part of the Club except with the express permission of the Secretary.

Children: Regrettably children under the age of fourteen are not permitted in the Club.

Smoking: Smoking is not permitted in any part of the Club. Members and guests may smoke in the designated area on the Terrace where ash trays are provided.



Dress Code: The NLC operates a smart-casual dress code with collared shirt and jacket for men and suitable equivalent for women, when using the public spaces in and around the Club. The organizer making the booking will ensure that all event attendees conduct themselves in an orderly manner without causing offence or nuisance to Club members or other Club users.

Cancellation Charges: Please note that should you find it necessary to cancel your Function, the following cancellation charges will apply. We will make every effort to re-let the space in order to reduce any cancellation charges.

However if this is not possible then the cancellation charges will apply.

- Cancellation within eight weeks of the Event: 50% of the tariff rental.
- Cancellation within six weeks of your Event: 75% of the tariff rental.
- Cancellation within four weeks of the Event: the full tariff rental.
- Cancellation within two weeks of the Event: the full tariff rental, and all food and beverage charges apply.

Cancellation by the Club: In exceptional circumstances, we may cancel your booking at any time with immediate effect and without any liability or cost to you, if circumstances or events outside our reasonable control prevent delay or substantially effect our ability to fulfill our responsibilities within the agreement.

Attending numbers: Approximate event attendee numbers should be advised by the Organizer at the time of booking. Final numbers for catering should be confirmed in writing at least 5 working days in advance of the event. Any increase in numbers after the booking has been confirmed will be subject to availability, small adjustments to numbers may be possible up to 3 working days in advance, but these are at the management's discretion. Cancellations after this time will not be possible and the number confirmed at this time will be charged in full.

Food allergies and special dietary requirements: Please advise the NLC Events team of any dietary requirements or allergies at least 72 hours before the event to ensure that these can be accommodated within the chosen catering options.

Additional notes: Any additional items requested and served on the day will be billed as an extra charge on your final account. All drinks are charged for on a consumption basis. All prices are inclusive of VAT at 20% . Should there be changes in taxation, we reserve the right to adjust our charges accordingly. Additional Staff charges may be levied if the Event start time is delayed by more than thirty minutes; also if unexpected speeches or entertainment of any kind in between courses take place, we reserve the right to levy a surcharge to cover additional Staff costs.

Staff: NLC staff and contractors are to be treated with courtesy and respect at all times and we expect your active co-operation in ensuring that this is the case throughout the event.

Accessibility: Where possible please inform the NLC Events team of any accessibility requirements in advance of your event. Our lifts are located on the ground floor and accommodate all sized wheelchairs, accessible toilets are also located on the ground floor.

Contact Us

If you have any questions or require additional information please contact the Events Office at events@nlc.org.uk or call +44 (020) 7968 0915