

Event Terms and Conditions

- The full venue hire fee is required in order to secure your booking date. All deposits are non-refundable.
- When you submit a request for a Booking, this does not mean We have accepted your order for a Booking. These Terms will become binding on you and Us when We issue you with a written acceptance of a request for a Booking and We confirm that We can accommodate your request. At that point, a contract will come into existence between you and Us.
- All Bookings have been made subject to your requests but please check your Booking details as timings may have been adjusted to accommodate Booking demands. It is your responsibility to check the accuracy of the details on your Booking as mistakes cannot always be rectified.
- All dates and timings of the Bookings remain provisional until full payment has been received. Once full payment has been received the date and time of your Booking will be confirmed to you. No refunds can be made after the date of a Booking is confirmed.
- These terms and conditions are governed by and shall be construed in accordance with English law, and any claim brought under these conditions shall be subject to the exclusive jurisdiction of the English Law.
- When hiring the venue for a ticketed event, the nature of the event must be clearly understood by the Sales & Events Coordinator/ Hospitality and Events Manager at the time of booking. If the nature of the event is not expressed we reserve the right to withdraw the event.
- Should the event need to be cancelled due to local or national lockdown measures or other restrictions relating to COVID-19, a full refund will be given or the event will be postponed.
- Guest numbers and catering requirements must be confirmed 28 days prior to the event. We will only cater for the confirmed number of guests in your party.
- Clients are required to provide a full guest list a minimum of 48 hours prior the event taking place, to assist with our security checks. We will require a day-time and evening guest list.
- No external food or beverages are permitted on to the premises for consumption.
- Only nominated suppliers may cater for events at Spinnaker Tower.
- Payment for all additional pre-booked catering, beverages and venue hire must be received and cleared a minimum of 14 days prior to the event.
- All catering is non-refundable, from the time of purchase.
- Any pre-ordered alcohol is non-refundable from the time of purchase.
- We regret that we don't have an off-license, therefore any alcohol pre-purchased or purchased on the evening will not be allowed to be taken off site.
- If wine, sparkling wine or champagne is not purchased through the Spinnaker Tower a corkage fee will be charged at £15 per bottle of wine (750ml), £20 per bottle of Prosecco (750ml) and £30 per bottle of Champagne (750ml). All corkage fees to be agreed and paid for 1 month prior to the event date. No other alcohol is permitted unless authorised by the Hospitality Manager/ General Manager.
- Customers are prohibited from consuming their own alcohol on the premises.
- Payment for all pre-booked beverages must be received at least 31 days prior to the event, this includes any and all wine packages and specific beverage requests.
- A bar tab facility is available with a pre-authorised debit or credit card given at the beginning of the evening.
- A cash bar is available throughout the evening.
- Strictly over 18's, ID may be requested. We support challenge 25, If guests are lucky enough to look under 25 guests will be asked to prove they are aged 18 or over when purchasing

alcohol. If guests are under 18 they are committing an offence if they attempt to buy alcohol.

- Children under the age of 16 must be accompanied by an adult aged 18 years or over and shall remain under the control and supervision of an adult at all times.
- For the safety and security of all our guests we will check visitors and their belongings before entry. Guests are requested not to bring large bags on to the Spinnaker Tower site.
- A cloakroom facility can be provided on arrival to the venue, however this is unmanned and therefore guests are reminded that the venue cannot accept liability for loss or damage to the property of any client or that of their guests throughout the duration of the event.
- Spinnaker Tower reserves the right to refuse admission to or remove from the venue any person who acts in a disorderly manner or any person otherwise breaches the provision of these conditions.
- For events that involve seated dining; Our tables seat a maximum of 10 guests, parties of less than 10 people will be sharing with other guests attending the event.
- We reserve the right to perform bag searches at any point during the event should our staff have reasonable suspicion that a guest is carrying alcohol or any illegal materials.
- Car parking is available within Gunwharf Quays, standard parking charges will apply.
- Access for contractors will be permitted from 18:30hrs unless otherwise agreed by the venue.
- The venue requires the contact details for any and all contractors (including but not exclusive to; photographers, entertainment, event consultants and transportation etc.)
- Spinnaker Tower accepts no liability for any equipment you bring into the venue, and we ask that you comply with rules set out in the Health & Safety at Work Act. Any contractors working on behalf of the client must ensure they operate within the statutory requirements of the venue. All electrical equipment brought on to site must be PAT tested, Spinnaker Tower also requires a copy of public liability insurance certificates.
- To amend your booking please contact the Hospitality team on 02392 857520 or email the team hospitality@spinnakertower.co.uk.
- If booking on behalf of a party, please ensure the other guests have read our terms and conditions.
- There is an option of purchasing a Bar Extension to extend your event until 1am, a fee of £200 is required to secure this.
- It is prohibited to bring any fireworks, candles or smoke bomb / machines or anything of a similar nature in to the venue. We regret that we do not allow confetti or party poppers on site. Please seek approval from the Hospitality & Events Manager before the event if this applies to anything you wish to bring on to site.
- Any property stored at the venue on behalf of the client must be collected the next working day. Property left longer than this period will be disposed of.
- Clients will be held responsible for any property damage and will be charged accordingly. A damage deposit may be required for certain events.
- The venue cannot accept liability for loss or damage to the property of any client or that of their guests throughout the duration of the event.
- Spinnaker Tower reserves the right to refuse admission to any party and to alter or withdraw any package, facility, exhibit, event service or price as deemed appropriate.
- Smoking is only permitted on the ground floor terrace.
- In high winds the building is designed to flex approximately 150mm, you may feel this on the view decks.
- You will be added to Continuum's mailing list following your visit so we can contact you with information on our special offers and events. If you do not wish to receive any further

communication from us following your visit please notify us by calling 02392 857520 or emailing info@spinnakertower.co.uk.

- It is strongly recommended that you take out event insurance. Please contact your preferred broker.

Wedding Terms and Conditions

All Weddings are subject to our standard Event terms and conditions as well as the following wedding specific conditions:

- A £500 deposit is required to secure your Wedding date. All deposits are non-refundable.
- Guest numbers and catering requirements must be confirmed 31 days prior to the event.
- Capacities: Ceremony: 70 Dining: 100 Reception: 200 (These are the capacities for a standard event).
- No external food or beverages are permitted on to the premises for consumption with the exception of the Wedding Cake.
- Bridal car access can be arranged upon request via an email, we require a minimum of 31 days' notice and is limited to three vehicles, and this will include any external suppliers and entertainment.

Day Delegate Terms and Conditions

All Day Delegate bookings are subject to our standard event terms and conditions as well as the following event specific:

- The full day delegate fee is required in order to secure your booking date. All deposits are non-refundable.
- Should the event need to be cancelled due to local or national lockdown measures or other restrictions relating to COVID-19, the event will be postponed.
- Guest numbers and catering requirements must be confirmed 28 days prior to the event. We will only cater for the confirmed number of guests in your party.
- A minimum of 15 delegates is required and will be charged.
- Please note that Spinnaker Tower is predominately glass which can sometimes cause a glare onto AV equipment. Please be aware of this when compiling a presentation for the event.

Comedy Night Terms and Conditions

All Comedy Night tickets are subject to our standard event terms and conditions as well as the following event specific:

- This ticket includes entry to the Spinnaker Tower and a seat within the Spinnaker Kitchen and Bar for an evening of comedy. Three acts will be performed over the evening.
- A limited snack menu and cash bar will be available during the event. Last orders for snacks is at 7:50pm as the kitchen will close at 8pm.
- Entrance and exit to this event will be through the Spinnaker Kitchen & Bar.
- Last admissions is 7:45pm.
- All bookings are subject to availability. Spinnaker Tower reserves the right to amend, alter or cancel this service at any time without notice.
- If you fail to arrive for your booking, the full cost of the package will be charged.
- In the unlikely event of a date not fulfilling its maximum capacity it may be necessary to reschedule or cancel the evening.

Tribute Night Terms and Conditions

All Tribute nights are subject to our standard event terms and conditions as well as the following event specific:

- Tickets are priced at £60.00 per person.
- Access to the venue will be available from 7:30pm and last admission is 8pm.
- A 3 course meal will be served on View Deck 1 from 8pm, menu choices and dietary requirements will be required 28 days prior to the event.
- Full payment must be made at the time of booking and these tickets are non-refundable.
- The first act begins at 9:15pm and the second act begins at 10:20pm with an interval at 10pm.
- The bar will be open on View Deck 2 for the duration of the meal and the interval. It will be closed during the Acts.
- The event ends at 11pm- All timings are approximate.
- Strictly no ripped jeans, trainers, baseball caps etc.
- Please contact our Duty Manager on 07500 013539, if you are experiencing problems arriving for your booking.

Christmas Party Terms and Conditions

All Christmas parties are subject to our standard event terms and conditions as well as the following event specific:

- All bookings are provisional and only confirmed with non-refundable deposit of £20.00, per person in the case of exclusive events a minimum £1800 deposit is required.
- Provisional bookings can be held for a maximum of 14 days after which the £20.00 per head deposit will be required.
- Should the party numbers decrease, the deposit for those people will be retained.
- Tables seat a maximum of 10 guests, numbers of less than 10 will be sharing with other guests attending the event.
- The final balance will be required at least 28 days prior to the event date.
- Menu choices and dietary requirements are required 28 days prior to the party date.
- A minimum number of 90 guests is required for an exclusive Christmas party.

New Years' Eve Terms and Conditions

All New Years' Eve bookings are subject to our standard event terms and conditions as well as the following event specific:

- The ticket includes entry to the Spinnaker Tower from 8pm until 1am.
- Dress code: Dress to Impress.
- Spinnaker Tower reserves the right to alter or withdraw any package, facility event service or price without notice and refuse admission to any party.
- In the event of Spinnaker Tower being closed due to circumstances beyond our control Heritage Projects 'Portsmouth' Ltd will only be liable for the cost of the original ticket and no additional costs.
- Only persons with a valid booking and tickets will be admitted to Spinnaker Tower.
- Please check your details upon receipt of your confirmation. Mistakes may not always be able to be rectified if not addressed immediately.
- Resale or attempted resale of any booking is grounds for cancellation.

- Tickets cannot be used for competitions, promotions, advertising or hospitality or otherwise for commercial gain without the prior written consent of Spinnaker Tower.
- Full payment must be made at the time of booking and these tickets are non-refundable.
- In the unlikely event of a date being cancelled by the Spinnaker Tower your party will receive a full refund.
- Spinnaker Tower (Heritage Projects Portsmouth Ltd) cannot take responsibility for any personal property brought into the attractions or its surroundings by our guests. Please do not leave items unattended at any time.