The Venue, Holt Community & Arts Centre

Kerridge Way

Holt

Norfolk, NR25 6DN

01263 713427

holtcommunitycentre@gmail.com

Please complete and return the form either by post or email for the attention of

Georgina Mayes-Matthems. Georgina will then confirm costs and availability.

A 50% deposit is required on acceptance of the booking with the balance being due no later

than 7 days before the booking. Invoices will be raised with payment details.

**GENERAL BOOKING FORM**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Phone** |  |
| **Address** |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| **Date**  |  |
| **Times** |  |
| **Rooms required** |  |
| **Additional services and****equipment** **needed** |  |

Please let us know if you would like help promote your event via our website and social media where appropriate.

I have read and agree to the Terms & Conditions of Hire

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holt Community Centre is a Registered Charity No 1046613

**HIRE CHARGES**Prices are per hour unless otherwise stated

|  |  |  |
| --- | --- | --- |
| **Main Hall** | £16.50 | Seating for 190 – tables and chairs provided. Stage, projector with screen, sound system with mics, lighting rig and sprung wooden dance floor |
| **Lounge** | £11 | Seating for 60 – tables and chairs provided. Projector, screen and sound system available.  |
| **Main Hall & Lounge** | £25 |  |
| **Gallery** | £13Weekly charge £200 | Large, flexible gallery space |
| **Gallery for meetings** | £9 | There is a table and chairs available for meetings |
| **Small Meeting Room** | £9 |  |
| **Bar Hire** | Bar staff fee £10 per hourper staff member | The bar is licensed until 11pm which can be extended by prior agreement |
| **Kitchen Use** | Surcharge£10-£50Depending on usage | Fully fitted professional kitchen with all necessary catering equipment and crockery etc |
| **Catering** | If you require help with catering for your event please let us know |  |

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**Terms & Conditions of Hire**

Holt Community Centre is managed by the Executive Committee (hereafter called the Committee). The Committee are dedicated to conducting the activities and operations of the community centre in a manner that ensures the health and safety of all users. For the purposes of these conditions, the term hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
2. The hirer shall not use the premises for any purpose other than that described on the booking request form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without permission.

1. The hirer shall be responsible for obtaining any additional licences needed for their event. The bar is licensed until 11pm.
2. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Community Centre’s Health & Safety Policy. No smoking is allowed in the hall or on the premises. Fire exits must be kept clear at all times. The assembly points are illustrated on the walls. Please make yourself familiar with these and in the event of a fire, the Fire Services should be called immediately on **999**.

The hirer should know how many people are present in their group and is responsible for making them aware of the correct procedure in case of fire.

1. The hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

1. The hirer shall, if preparing, serving or selling food observe all relevant food hygiene legislation and regulations. No food or drink can be left on the premises.

1. The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.

1. In the event of a cancellation repayment of booking fee will be at the discretion of the Committee.

1. The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.

1. The hirer shall ensure that the minimum of noise is made on arrival and departure, events will close no later then 11pm unless by prior agreement.

1. The hirer shall ensure that no dogs except guide dogs are brought into the hall unless agreed by the committee.
2. The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. Otherwise the Committee may make an additional charge. The hirer’s responsibility is to make sure that all fire doors, windows are closed, all doors are securely locked and all lights are switched off at the end of the hire period. All rubbish should be placed in the rubbish bins provided or taken away.
3. In the event of the community centre, or any part thereof, being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

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