

Hire for Exhibition

BOOKING AGREEMENT

Name: _____

Exhibition: _____

Telephone: _____

Email: _____

Website: _____

Address: _____

Post code: _____

Date(s) of Booking: _____

Gallery opening hours are:
Tues - Sat (excl. Bank holidays) 10am - 4pm

Agreed Hire Charge: £ _____

Agreed rate of commission: _____ %
(if applicable)

I agree to abide by the Standing Conditions of Hire for Rook Lane Chapel (a copy of which has been supplied to me).

I have enclosed the Equipment Hire and Setup Charges sheet with required items ticked and agree to the charges stated.

The hirer shall be deemed to have read and understood the following standard conditions of hire. If the hirer is in any doubt as to the meaning of the following the Arts Coordinator should be consulted immediately.

I have enclosed a £50.00 damage deposit, to be refunded one week after the event, providing the chapel has not been damaged in any way.

Signed: _____

Dated: _____

Rook Lane Arts Trust use only

Booking form

Date received: _____

Deposit

Full Payment due: _____

Full payment rec'd: _____

Diarised: O/look

Diary

(Please tick)

Hire Charges for 2011/2012 - Rate 1

Rate 1 applies to non-profit organisations & individuals in furtherance of arts & education.

Performance/Audience Events

Monday - Thursday (excl. Bank Holidays)

Performance/Audience Events	Time	Rate
Evenings	5.30pm - 11pm	£170

Friday-Sunday (incl. Bank Holidays)

Friday evening	5.30pm - 11pm	£280
Saturday daytime	10.00am - 4pm	£280
Saturday evening	4.00pm - 11pm	£280
Sunday daytime	10.00am - 4pm	£250
Sunday evening	4.00pm - 11pm	£250

Included in event hire:

- Use of Rook Lane Arts seating, stage and lighting.
- Promotion through Rook Lane Arts flyer and website.
- Bar run by Rook Lane Arts.
- Use of Rook Lane Arts kitchen and foyer.

Exhibition Events

Tuesday-Saturday (excl. Bank Holidays)

Exhibition Events	Time	Rate
1 week	10am - 4pm	£300
1 Private View	6pm - 9pm	£80

Commission rate on ALL sales 25%

Included in exhibition hire:

- Use of professional hanging system.
- Labelling if required.

Booking the Venue

To confirm a provisional booking, a £50 reservation/damage deposit is required, which will be held until a week after the close of the event. This is fully refundable provided the chapel has not been damaged in any way.

The full hire fee is payable no later than 28 days prior to the booking. Please make cheques payable to Rook Lane Arts Trust Ltd. If the event is cancelled up to 28 days prior to the booking, the deposit will be retained. Cancellation within 28 days prior to the event will result in the total booking fee being retained.



Hire Charges for 2011/2012 - Rate 2

Rate 2 applies to corporate hire.

Performance/Audience Events

Monday - Friday (excl. Bank Holidays)

Evenings

Time

5.30pm - 11pm

Rate

£500

Weekend (incl. Bank Holidays)

Saturday/Sunday/Bank Holiday all date rate

9am - 11pm

£600

Included in event hire:

- Use of Rook Lane Arts seating, stage and lighting.
- Promotion through Rook Lane Arts flyer and website.
- Bar run by Rook Lane Arts.
- Use of Rook Lane Arts kitchen and foyer.

Exhibition Events

Tuesday-Saturday (excl. Bank Holidays)

1 week

No commission rate on sales

Time

10am - 4pm

Rate

£500

Included in exhibition hire:

- Private View.
- Use of professional hanging system.
- Labelling if required.
- Promotion through Rook Lane Arts flyer and website

Booking the Venue

To confirm a provisional booking, a £50 reservation/damage deposit is required, which will be held until a week after the close of the event. This is fully refundable provided the chapel has not been damaged in any way.

The full hire fee is payable no later than 28 days prior to the booking. Please make cheques payable to Rook Lane Arts Trust Ltd. If the event is cancelled up to 28 days prior to the booking, the deposit will be retained. Cancellation within 28 days prior to the event will result in the total booking fee being retained.



Name of Hirer: _____

Telephone: _____

Email: _____

Areas Required:

- Gallery
- Cafe Area
- Kitchen
- Garden

Furniture Required:

- Chairs

Lighting Requirements:

- Lighting Equipment
- Spotlights
- Front Floodlights
- Rear Floodlights

Specialist Requirements:

- Stage
- PA Equipment
- Microphone
- Piano and Stool
- J-Rail Hanging System
- Labels for Exhibits
- Posters

Special Arrangements:

TERMS AND CONDITIONS OF HIRE

RESPONSIBILITIES AND BREAKAGES

1. The hirer will, during the period of the hiring, be responsible for the 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. This includes proper supervision of car parking arrangements so as to avoid obstruction of the highway and nearby residential parking. Any breakages or damage must be reported forthwith and made good to the satisfaction of the Board of Trustees. If not done in a reasonable time the Board of Trustees reserves the right to have the repairs done and re-charge the hirer any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £20.00 to the hirer.
2. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do or fail to do any thing or bring onto the premises anything, which may endanger the same, or any insurance policies relating thereto.
3. The hirer shall be responsible for obtaining licences necessary and compliance with the licensing conditions as displayed in the reception area of the Chapel and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Local Magistrates Court or otherwise. The Entrance Halls, Emergency Exits and Gangways must be kept clear at all times. If hirers wish to apply for a licence for the consumption of intoxicating liquor this can be applied on your behalf with a charge of £25.
4. The hirer must ensure that competent stewards are on duty during the whole time that the public are on the premises, as specified in the Public Entertainment License. Stewards should have been specifically instructed as to their main duties in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled people. The main duties of the stewards is to ensure that safe conditions are maintained in the premises and to achieve this they should:
 - a) Be identifiable to the public by means of conspicuous clothing or marking system, which is visible under all lighting conditions.
 - b) Carry an effective hand torch in the premises where part or all of the public areas may be darkened when the public are present.
 - c) Ensure no overcrowding occurs in any part of the premises.
 - d) Keep all gangways and exits clear at all times.
 - e) Prevent standing on seats or furniture.
 - f) Be aware of any special requirements needed to ensure the safe evacuation of the people present.
5. It is the responsibility of the hirer to ensure that all PRS (Performing Rights Society) returns, programme details and box office information should be forwarded to the Board of Trustees no later than 7 days after the final performance.
6. The hirer shall not exceed the maximum occupancy limits (for performances) for people within the Premises as set out within the Public Entertainment Licence, details as follows;

	<u>With Stage</u>	<u>Without Stage</u>
A seated audience	150	200

RESTRICTIONS

7. The hirer is prohibited to use any part of the Chapel other than those areas as specified in the Booking Agreement, with the exception of emergency escape purposes only.
8. The sale of alcohol in the Ground Floor Gallery is prohibited.
9. Smoking in the Premises is prohibited throughout.
10. The consumption of food in the Ground Floor Gallery is prohibited.
11. With the exception of Guide Dogs, animals are not admitted to the Chapel.
12. There must be no use or playing of any musical instrument loudspeaker tape recorder gramophone radio or other equipment or apparatus that produces a sound that may be heard in nearby premises so as to cause a nuisance to others.
13. Gaming events are prohibited in the Ground Floor Gallery. Auctions are also prohibited with the exception of Auctions specifically to raise money for charity.
14. Under no circumstances shall the building be occupied outside the approved hours of;
 - Monday–Saturday (excluding Bank Holidays) 8am – 11pm, and
 - Sundays and Bank Holidays 9am – 10pm.

15. No hirer booking the facility may grant broadcast (whether sound, television, cable or satellite) rights to any third party in respect of any event to be held at the Chapel, without the prior written consent of the Board of Trustees. If such consent is given, the Board of Trustees reserve the right to take part in negotiations, to be party to the terms and conditions of any agreement reached and to take all or share in any income and publicity delivered there from.
16. Photographs for professional use and publication thereof must not be taken in the Hall, without the permission of the Board of Trustees. The use of video recording equipment is likewise not allowed in the Hall without the permission of the Board of Trustees.
17. The venue shall be referred to in publicity material by address only. The name 'Rook Lane Arts Trust' may not be used in publicity material for an event unless by prior agreement of association received in writing.

CHARGES

18. a) Charges as set out (see 'Hire Charges Sheet' attached) will be adhered to, so far as possible, but The Board of Trustees reserves the right to alter or amend at their discretion prior to confirmation of booking.
 b) A provisional reservation may be made upon an initial payment of £50 at the absolute discretion of the Arts Administrator. A provisional reservation will continue for two weeks or until six weeks before the agreed date for commencement of the Hire whichever is the earlier. It may be cancelled (unless the reservation is confirmed) upon an alternate hirer making a confirmed reservation. The initial payment of £50 will be retained towards the letting charges and damage deposit.
 c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
 d) Where Exhibition Rates 1 is applied the hirer agrees to Rook Lane Arts Trust retaining a commission of 25% of all sales made during the period of hire. The hirer also agrees to abide by the 'Sales Procedure' in place at that time. (Details on request).
19. The damage deposit of £50 is refundable on completion of a satisfactory inspection of premises.
20. a) The hirer may cancel a booking at any time prior to commencement of the hire period but will forfeit all payments made. At the absolute discretion of the Trustees, the Trustees may repay all or part of the sums forfeited upon the re-hiring of the facilities.
 b) The Board of Trustees reserves the right to cancel any booking at any time and the hirer, on receipt of a notice from the Trust to that effect, shall give up, without right to compensation, any or all of the accommodation booked. The deposit and any charges paid in respect thereof will be refunded to the hirer. Such cancellations will occur only in exceptional circumstances.
21. The Board of Trustees reserves the right to refuse to let the Chapel, or any part thereof.
22. Parking to the front of Rook Lane Chapel and on the Driveway is prohibited, with the exception of disabled parking and service access for loading and unloading only.
23. Sign posts/advertising on the outside of the building and in the grounds is permitted only with the prior agreement of the Board of Trustees.
24. No cooking or heating equipment other than that provided may be used, unless by prior arrangement.
25. The 'kitchen' is licensed only for use as a servery. Cooking and food preparation on the premises is prohibited.
26. Arrangements must be made with the Board of Trustees before any alterations or additions are made to the existing light installations. 13 amp power points are provided.
27. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric.
28. Special care must be taken not to damage the floor surface, due to an under floor heating system being in place. The hirer shall be liable for any costs incurred in repairs made necessary to the floor surface/ heating system.
29. Notices must be mounted on card or hardboard supports and not affixed in any way to any part of the fabric of the Chapel. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement. (See 27.) A 'J-Rail' wall hanging system is provided for use in both the Ground Floor Gallery and Café Area, this may be used for the purposes of picture frame hanging, please see guidelines provided for weight restrictions.
30. Any requirements to alter or add to the decoration of the Chapel must be submitted to the Board of Trustees in writing, and consent from the Board of Trustees received in writing.
31. Please follow the instructions given within the Chapel relating to specific equipment and installations. The hirer is liable for any damages caused by misuse.
32. The reception facilities of 'NVB Architects' are available to provide stewarding of the Ground Floor Gallery between the hours of 10am and 5.00pm weekdays (excluding Bank Holidays) by prior arrangement.

END OF HIRE

33. At the end of each hire, the hirer shall be responsible for making good any alterations to decoration, switching off or extinguishing all lighting, gas and electrical appliances, replacing any contents temporarily removed from their usual position, shutting all windows and doors, removal of rubbish, and generally leaving the premises and surrounds in a clean and tidy condition. The hand over of the premises to the caretaker must take place at the previously agreed time in order to make final checks and set the alarm, otherwise the Board of Trustees shall be at liberty to make an additional charge.

DISCLAIMER

34. Rook Lane Arts Trust Ltd. accepts no liability; a) for damage to, or loss of, any property or articles or things whatsoever, placed or left in the Chapel or any part thereof, by any organisation or any individual; b) for any liability, loss or claim (excepting personal injury or death) to or by any third party in respect of the use of the Chapel, and the hirer indemnifies Rook Lane Arts Trust Ltd. against all such liability.