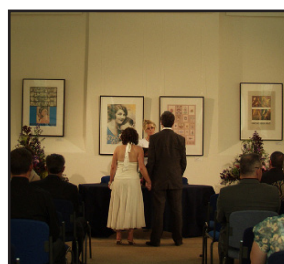
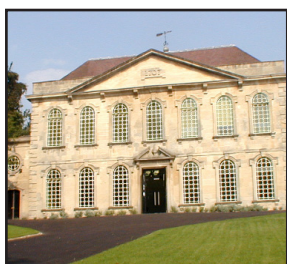




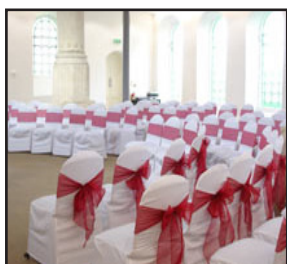
Rook Lane Arts is delighted to be able to offer itself as a venue for civil wedding ceremonies.

This magnificent Grade I listed building in the heart of Frome, Somerset provides the most elegant and timeless of surroundings for your special day.



The simple grandeur of the gallery lends itself to wedding ceremonies, large and small, seating up to 200 guests. Two giant Doric columns support the domed roof and light floods into the gallery from coloured glass windows on all sides.

The gallery acoustics are excellent, an ideal setting for a musical accompaniment to your ceremony and drinks reception. Please ask for information about equipment available for use.



After the ceremony your guests can enjoy a glass of champagne and canapes in the modern cafe area whilst you pose for photographs with family and friends in the garden and to the front of the building.





Name of Hirer: _____

Telephone: _____

Email: _____

Address: _____

Postcode: _____

Civil Ceremony only

Ceremony and Champagne Reception

Date of Function: _____

Hours Booked: _____

Time of Ceremony: _____

Hire fee: _____

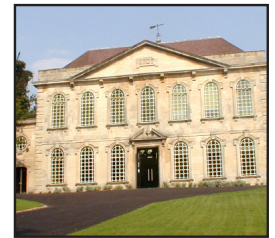
Number of Guests: _____

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 Administrator should be consulted immediately.

Signed: _____

Date: _____

Please make cheques payable to "Rook Lane Arts Trust Ltd"



Hire rates	2012
Civil Ceremony Only	£600
Civil Ceremony plus use of cafe for post ceremony drinks	£700

(Maximum duration of hire is 3 hours)

Booking the Venue

A reservation / damage deposit of £100 will be necessary with a signed copy of the Booking Agreement to confirm a wedding. This is fully refundable a week after the wedding, provided the chapel has not been damaged in any way. The full wedding 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 wedding is cancelled less than 28 days prior to the booking, the deposit will be retained.

Arranging the Ceremony

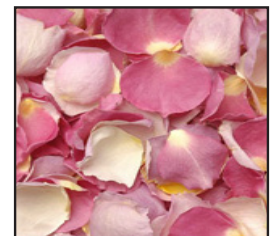
You will need to contact the local Superintendent Registrar (01749 343928) to confirm availability with them before you confirm your reservation. Rook Lane Arts is a venue for civil marriages and as such any reading, words or performance which forms part of the ceremony of marriage must be secular in nature.

Rook Lane Arts acts as a venue only, additional arrangements such as booking the registrar, flowers, musicians, caterers etc are the responsibility of the hirer, although we are happy to supply a list of local suppliers. Rook Lane Arts must be informed of arrangements no later than 28 days prior to the booking, please contact the Arts Coordinator to discuss your requirements.

Please note that there are some restrictions regarding the addition of decorations to the building.

Catering

We are happy to provide facilities for a drinks reception and cold food (canapes), however we are not equipped to host a full wedding reception. If you wish to offer drinks and canapes to your guests after the ceremony, we can recommend caterers familiar with our facilities.



Additional Points to Note

- The use of confetti other than biodegradable confetti is prohibited, for further information and recommended suppliers please contact the Arts Administrator.
- The piano is available for use by skilled personnel only, tuning is the responsibility of the hirer.
- Smoking throughout the premises is prohibited, as is consumption of food and drink in the gallery.
- Parking at the front of Rook Lane Chapel and on the driveway is prohibited**, with the exception of disabled parking and access for loading and unloading. **Other than wedding vehicle.



TERMS AND CONDITIONS OF HIRE

RESPONSIBILITIES AND BREAKAGES

01. Rook Lane Arts acts as a venue only, additional arrangement are the responsibility of the hirer.
02. 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.
03. 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 anything or bring onto the premises anything, which may endanger the same, or any insurance policies relating thereto.
04. The hirer shall be responsible for compliance with the licensing conditions as displayed in the reception area of the building 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.
05. The hirer shall not exceed the maximum occupancy limit of 200 persons.

RESTRICTIONS

06. Rook Lane Arts is a venue for civil marriages and as such any reading, words or performance which forms part of the ceremony of marriage must be secular in nature.
07. 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.
08. Smoking in the Premises is prohibited throughout.
09. The consumption of food and drink in the Ground Floor Gallery is prohibited.
10. With the exception of Guide Dogs, animals are not admitted to the Chapel.
11. 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.
12. Under no circumstances shall the building be occupied outside the approved hours of; Saturdays: 8am–12 midnight, and Sundays: 9am–10pm.
13. 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.
14. 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.
15. The use of confetti other than biodegradable confetti supplied by Rook Lane Arts is prohibited.

CHARGES

16. a) Charges as set out (see 'Prices' 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 non-refundable payment of 25% of the total booking fee at the absolute discretion of the Arts Administrator. A provisional reservation will continue for up to 28 days prior to the booking at which time the payment in full will be required. The initial payment of 25% will be retained towards the full charges.
c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
17. 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 rehiring 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.
18. The Board of Trustees reserves the right to refuse to let the Chapel, or any part thereof.

FACILITIES AND DECORATION

19. Parking to the front of Rook Lane Arts and on the Driveway is prohibited, with the exception of disabled parking and service access for loading and unloading only.
20. 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.
21. No cooking or heating equipment other than that provided may be used, unless by prior arrangement.
22. The 'kitchen' is licensed only for use as a servery. Cooking and food preparation on the premises is prohibited.
23. 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.
24. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric.
25. 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.
26. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement.
27. Any requirements to alter or add to the decoration of the Chapel must be submitted to the Arts Administrator in writing no later than 30 days prior to the booking, and consent from the Board of Trustees received in writing.
28. Please follow the instructions given within the building relating to specific equipment and installations. The hirer is liable for any damages caused by misuse.

END OF HIRE

30. 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 handover 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

31. 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.