** The Bettridge Centre**

An NCHA Company



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| --- | --- | --- | --- | --- |
| Name of hirer. |  | | | |
| Address  Inc. Postcode |  | | | |
| Telephone & Mobile |  | |  | |
| E-mail Address  (please PRINT) |  | | | |
| DATE OF PARTY |  | | | |
| Party Session choices | **Option 1 £110**  **Coastal Play 11.30-12.45**  **Party Room: 12.45-13.30** | **Option 2 £110**  **Coastal Play 13.15-14.30**  **Party Room: 14.30-15.15** | | **Option 3 £155**  **Coastal Play 13.15-15.15** |
|  |  | |  |
| Child’s Name & Age |  |  | |  |
| No of Children attending party **MAX 30** |  |  | |  |
| No of Adults Supervising  **MIN 6** |  |  | |  |

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| \*  \*\* | Bookings made out with normal opening hours will be charged at Peak/Commercial rates. The Centre closes at 10pm Monday to Friday and 5pm Saturday and Sunday. Sessions last 55 Minutes and Users are asked to vacate the hall at 5 minutes to the hour.  A cleaning charge may be levied if the condition of the hall or lounge is considered to be unsatisfactory.  **Office Use Only** |

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| --- | --- | --- | --- | --- |
|  | SIGNED FORM RECEIVED | INVOICE NUMBER | DEPOSIT RECEIVED | FULL PAYMENT |
| DATE |  |  |  |  |
| SIGNATURE |  |  |  |

NCHA

The Bettridge Centre, Coastal Park, Newtonhill, Aberdeenshire, AB39 3UL

01569 731320 ∞ www.bettridgecentre.org.uk ∞ info@bettridgecentre.org.uk

Join us on Facebook!!! [www.facebook.com/Bettridge.Centre](http://www.facebook.com/Bettridge.Centre)

Statement of Contract

1. Please return this fully completed form together with the appropriate deposit (unless otherwise agreed) to the Bettridge Centre. We will fill in the details and sign the box below to complete our contract. The booking will only be a confirmed booking if the form is signed by the hirer and by a representative of the Bettridge Centre.
2. Invoice(s) will then be raised and dispatched to you or the body responsible for payment as indicated on the front page. The balance of payment or full payment is due on receipt of our invoice unless otherwise agreed. Cheques should be made payable to the Bettridge Centre

Terms and Conditions

**IMPORTANT – Please read this section carefully**

1. The NCHA is operated as a company limited by guarantee with charitable status, the Bettridge Centre is the charity’s trading arm and as such we endeavour to give total satisfaction in all our business arrangements. To enable us to do this we ask you to read these notes carefully.
2. Standard rates apply to non-profit making individuals, groups, arts or sports clubs. Commercial rates apply in all other cases. Prices are reviewed annually in December with price increases taking effect from January. **Prices charged for an event will be prices applicable on the day of the event, not those applicable at time of booking.**
3. Outwith normal operating hours peak, commercial or party/dance rates will apply.
4. Outwith normal operating hours, standard prices for lounge and small hall include one member of centre staff on duty, main hall prices include two members of staff. If additional staff members are required e.g. to satisfy the requirements of the Public Entertainment Licence, each additional staff member will be charged for.
5. Party Bookings – NCHA staff will be available to help co-ordinate games and activities and to provide the party meal. They are not however a replacement for parental supervision. Parents/guardians are responsible for the behaviour and well-being of the children in their care.
6. To satisfy the requirements of the Public Entertainment Licence, the Centre may hire professional security staff. This will be added to your invoice at cost. The decision of the Centre in this regard is final.
7. All users will be expected to leave the Centre as they find it. This does not apply to party bookings, where clean-up costs are included. However where the clean-up cost exceeds that normally required for a party type event, **the Centre** reserves the right to make an additional charge.
8. The NCHA / Bettridge Centre accept no responsibility for any damage to equipment owned by users.
9. The booking made herein will only become valid and confirmed upon receipt of a fully completed booking form **and the required deposit**. A deposit of 50% is required for non-regular and / or casual bookings. Should a booking be cancelled by the hirer, then the deposit will be forfeited. In the event of the cancellation of a booking due to reasons caused by the hirer or their representative, a cancellation charge will apply. If a confirmed booking is cancelled, the following charges will apply. The person and/or company detailed on page 1 above will be responsible for payment of the appropriate cancellation fee.
   1. Cancellation up to 2 weeks prior to booking date - 50% of the fee.
   2. Cancellation less than 2 weeks prior to booking date – 100% of fee.
10. Private hire sessions last 55 minutes. All bookings must commence on the hour. Bookings must include time for set up/ tidy up. Generally, the kitchen is an open area which can be used by any group with a booking; however, if a user pays for exclusive use of the kitchen, then it will be unavailable to other users of the Centre for that period.
    1. Block bookings have special conditions applied. These conditions will be attached to, and form part of this booking form.
    2. Invoices will be issued at the start of each term for the full amount. Payment is due on receipt of Invoice. Any invoice not paid within 60 days will have a mandatory surcharge of 5%, increasing for each 30 day period.
    3. It is not acceptable for payment for block bookings to be paid at or before each session.
    4. Block bookings will only be accepted from members of the public and organisations for complete terms.
    5. No refunds will be given for missed sessions unless the Centre has cancelled such sessions.
    6. Conditions applied by our grant providers may occasionally mean we have to schedule a show when a regular booking is on. In this event, users will be notified of the cancellation of their class at least 1 month before. Unless prior agreement is obtained, we will ‘bump’ each session no more than 3 times in any one year. Each year being July to June.
    7. All invoices must be cleared by the end of June; otherwise Block Booking requests will not be accepted for the forthcoming year.
11. Access to and use of the stage, all related areas and all technical equipment is strictly restricted to authorised personnel only. A list of authorised personnel is held in the office. It is compulsory to consult with a member of the NCHA/Bettridge Centre technical staff or an authorised person if you require use of the stage or any other technical equipment. Consultation time re lighting/sound setup will be charged at standard operator rate.
12. Bouncy Castle – **additional Terms & Conditions apply.**
13. The hirer must accept responsibility for any damage caused to the venue by the hirer or the hirer’s guests. Damage to the Centre or to equipment caused by unauthorised use will result in the hirer named on Page 1 being liable to pay such bills as is required to replace, repair or renew any and all damaged equipment.
14. Any organisation, groups or individuals organising events attended by children up to the age of 16, must arrange to have sufficient individuals present at the event who are in possession of a current Disclosure Scotland Certificate.
15. To comply with fire regulations and Health and Safety requirements, the Centre is limited to **maximum** numbers in various locations as detailed below.

Min Hall (theatre style) - 300 people. Small hall – 120 people

Main Hall (cabaret style) - 250 people. Lounge – 50 people

1. The NCHA/Bettridge Centre cannot accept responsibility for any damage loss or personal injury up to and including death to the hirer or the hirer’s guests howsoever caused.
2. All Electrical appliances and cables being used in Centre have to be PAT tested and proof of PAT testing produced to Manager prior to event. If Appliances & Cables have not been tested, they **cannot** be used in Centre [We can test them for you for a small charge]

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| **THIS BOX IS TO BE COMPLETED BY THE HIRER**  I have read and understood all of the NCHA/Bettridge Centre terms and conditions and agree to be legally bound by them.  Signed as, or on behalf of, the hirer:  Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **THIS BOX IS TO BE COMPLETED BY A REPRESENTATIVE OF THE NCHA/BETTRIDGE CENTRE**  Signed on behalf of the NCHA/Bettridge Centre  Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |