** The Bettridge Centre**

An NCHA Company

Corporate Booking Form

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| **HOURLY RATES** | LOUNGE ( Max Capacity 50)SMALL HALL (Max Capacity 120) | MAIN HALL (Max Capacity 250) | MAINHALL/STAGE | KITCHEN |
| **Mon-Fri: 0900-2200****Sat/Sun: 1000-1700** | **£25** | **£40** | **£46** | **£12** |

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| **Organisation** |  |
| **Contact Name** |  |
| **Address (Inc. Postcode)** |  |
| **Mobile/Home Telephone** |  |  |
| **Email Address** |  |

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| **PURPOSE OF EVENT** |  |
| **EVENT DATE** |  | **NO’S ATTENDING** |  |
| **AREAS REQUIRED(CIRCLE)** | **LOUNGE** | **SMALL HALL** | **MAIN HALL** | **MAIN HALL/STAGE** | **KITCHEN** |
| **DAYS** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **START TIME** |  |  |  |  |  |  |  |
| **FINISH TIME** |  |  |  |  |  |  |  |

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| ADDITIONAL SERVICES |  | **NO REQUIRED** | **START TIME** | **FINISH TIME** |
| **TEA/COFFEE & BISCUITS** | **£2.00**  | **PER HEAD** |  |  |  |
| **LUNCHES** | **On Request**  | - |  |  |  |
| **PROJECTOR & SCREEN** | **£10**  | **PER DAY** |  |  |  |
| **FLIP CHART STAND ONLY** | **FREE** |  |  |  |  |
| **MICROPHONE STAGE** |  **£5**  | **PER DAY** |  |  |  |
| **MICROPHONE HALL/LOUNGE** | **£10**  | **PER DAY** |  |  |  |
| **SOUND/LIGHT SYSTEM** | **£12** | **PER HOUR** |  |  |  |

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| \*\*\* | 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.

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. Prices are reviewed annually prior to 31st December and are applied to bookings effective 1st January for the following year. 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, 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.
4. 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.
5. 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.
6. 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.
7. The NCHA / Bettridge Centre accept no responsibility for any damage to equipment owned by users.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. To comply with fire regulations and Health and Safety requirements, the Centre is limited to **maximum** numbers in various locations as detailed below.

 Main Hall (theatre style) - 250 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

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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **THIS BOX IS TO BE COMPLETED BY A REPRESENTATIVE OF THE NCHA/BETTRIDGE CENTRE**Signed on behalf of the NCHA/Bettridge CentreFull name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |