**Bettridge Centre**

An NCHA Company

Regular User Term Booking Form

NCHA is a registered charity - SC002063

**Please complete this booking form providing all detail asked for. Missed information may result in your booking not being accepted. Once complete, please read the Terms and Conditions overleaf and sign to accept them.**

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| --- | --- | --- | --- | --- | --- |
| **Current Rates per hour\*\***  **Note: Standard rates apply to individuals, groups, arts or sports clubs, which are non-profit making.** | | | | | |
| **Times** | **Lounge** | **Small Hall** | **Main Hall** | **Main Hall & Stage** | **Exclusive use of Kitchen** |
| **Standard Mon to Fri – 09:00-17:00**  **Off Peak: Sat & Sun – 10:00-17:00** | **£11.00** | **£11.00** | **£19.50** | **£24.50** | **£4.50** |
| **Standard Mon to Fri – 17:00-22:00**  **Peak:** | **£12.50** | **£12.50** | **£25.00** | **£29.50** | **£6.50** |
| **Out of Hours:** | **£12.50** | **£12.50** | **£25.00** | **£29.50** | **£6.50** |

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| **Organisation** |  | |
| **Contact Name** |  | |
| **Address (incl postcode)** |  | |
| **Mobile/Home Telephone** |  |  |
| **Email Address** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I/We would like to hire:** | | | | |
| **Term(Tick)** | **Day (Tick)** | | **Times\*** | **Areas Required (Tick)** |
| **Term 1 ○**  **Term 2 ○**  **Term 3 ○**  **Term 4 ○** | **Monday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Tuesday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Wednesday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Thursday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Friday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Saturday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |
| **Sunday** | **○** |  | **Main Hall ○ ¦ Small Hall ○ ¦ Lounge ○ ¦ Kitchen ○ ¦ Stage ○** |

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| \*  \*\* | **The centre closes at 10pm Monday to Friday and 5pm Saturday and Sunday. Sessions last 55 minutes. Users must 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.** |

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| --- | --- | --- | --- | --- |
|  | Term 1 | Term 2 | Term 3 | Term 4 |
| INVOICE |  |  |  |  |
| Date Paid |  |  |  |  |
| Signature |  |  |  |  |

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 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 MUST be made payable to NCHA.**

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. Prices are reviewed annually prior to 31st December and are applied to bookings effective 1st January for the following year.
3. All users will be expected to leave the Centre as they find it. A cleaning charge may be levied if the condition of the hall or lounge is considered to be unsatisfactory.
4. The NCHA / Bettridge Centre accept no responsibility for any damage to equipment owned by users.
5. The booking made herein will only become valid and confirmed upon receipt of a fully completed booking form and 50% deposit.
6. Private hire sessions last 55 minutes. 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.
7. Block bookings have special conditions applied. These conditions will be attached to, and form part of this booking form.
8. 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.
9. It is not acceptable for payment for block bookings to be paid at or before each session.
10. Block bookings will only be accepted from members of the public and organisations for complete terms.
11. No refunds will be given for missed sessions unless the Centre has cancelled such sessions.
12. There will be large events such as the annual pantomime taking place when regular bookings are on. When this happens, 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 5 times in any one year. Each year being January to December.
13. Access to and use of the stage, all related areas and all technical equipment is strictly restricted to authorised personnel only. It is compulsory to consult with a member of the NCHA/Bettridge Centre staff or an authorised person if you require use of the stage or any other technical equipment.
14. 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.
15. All organised groups should provide the centre with a copy of their insurance certificate.
16. Any organisation, groups or individuals organising events attended by children up to the age of 18, must arrange to have sufficient individuals present at the event.
17. 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 the 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |