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

|  |  |
| --- | --- |
| **WHOLE CENTRE HIRE – OFF PEAK (PRE 17:00 HR)** | **£62 PER HR** |
| **WHOLE CENTRE HIRE – PEAK (17:00 – 22:30HR)** | **£72 PER HR** |
| **REFUSE BINS 1100lt wheelie Bin**  **1 bin COMPULSORY FOR FOOD/DRINK RELATED EVENTS** | **£30 1st bin**  **additional bins £16.50** |
| **CHAIR/TABLE SET / CLEAR**  **COMPULSORY FOR AUDIENCE EVENTS** | **£55 PER EVENT** |
| **SECURITY** | **PTBA** |
| **BUMPS** | **PTBA** |

**EVENT DETAILS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **START DATE** |  | | | | **END DATE** |  | | | |
| **PURPOSE OF EVENT** | |  | | | | | | | |
| **NUMBERS ATTENDING** | |  | | **CAR PARK RESTRICTION** | | |  | | |
| **AREAS** | **STAGE** | | **MAIN HALL** | | **SMALL HALL** | **LOUNGE** | | | **KITCHEN** |
| **START TIME** |  | |  | |  |  | | |  |
| **END TIME** |  | |  | |  |  | | |  |
| **ADDITIONAL CHARGES** | | | | | | | | | |
| **Refuse Collection service** | | | | | **No Of Bins** |  | | | |
| **Chair/table set up main hall** | | | | | **YES** | | | **NO** | |
| **After 10:00pm staff travel charge** | | | | |  | | | | |
| **Security (required for licenced adult events )** | | | | |  | | | | |
| **BUMPS** | | | | |  | | | | |

ADDITIONAL REQUIREMENTS ( eg FRIDGES/TABLES/CHAIRS/ LAYOUT)

|  |
| --- |
|  |

OFFICE USE ONLY

|  |  |
| --- | --- |
| Let alterations |  |
| Approved by |  |

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

Statement of Contract

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.

Invoice(s) will then be raised and dispatched to you or the body responsible for payment as indicated on the front page. Your booking will be secured by payment of a 50% deposit within 7 days of receiving the invoice. The balance of payment will be due two weeks before your party takes place. **Cheques MUST be made payable to NCHA, not Bettridge Centre.**

Terms and Conditions

**IMPORTANT – Please read this section carefully**

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.

1. Standard rates apply to non-profit making individuals, groups, arts or sports clubs. Commercial rates apply in all other cases. 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.
2. Outwith normal operating hours peak, commercial or party/dance rates will apply.
3. Parents/guardians are responsible for the behaviour and well-being of the children in their care.
4. All users will be expected to leave the Centre as they find it. Refuse should be bagged by the hirer and given to the staff for disposal. Where the clean-up cost exceeds that normally required, the Centre reserves the right to make an additional charge.
5. The NCHA / Bettridge Centre accept no responsibility for any damage to equipment owned by users.
6. The booking made herein will only become valid and confirmed upon receipt of a fully completed booking form and the required deposit. If a confirmed booking is cancelled, the following charges will apply.
   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.

The person and/or company detailed on page 1 above will be responsible for payment of the appropriate cancellation fee.

1. 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.
2. Bouncy Castle – **additional Terms & Conditions apply.**
3. 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.
4. Private individuals organising events attended by children up to the age of 16, must arrange to have sufficient people present at the event, with a ratio of one adult to every 5 children. Organisations and groups must arrange to have sufficient individuals present at the event who are in possession of a current Disclosure Scotland Certificate.
5. To comply with our Public Entertainment Licence, 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 the Manager prior to event. If Appliances & Cables have not been tested, they **cannot** be used in Centre.

|  |
| --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |