**We do not accept Teenage, 18th or 21st Birthday Parties**

**You are welcome to use professional party organisers and equipment suppliers, however we must be informed prior to the event, and full safety documentation, eg PAT and PIPA certification, must be supplied.**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Name of Hirer** |  |
| **Address** |  |
| **TELEPHONE** |  | **MOBILE** |  |
| **EMAIL** |  |
| **EVENT DAY/ DATE** |  |
| **No’s Attending** |  | **PURPOSE OF EVENT** |  |
| Special Requirements: |

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| --- |
| **FRIDAY/SATURDAY EVENINGS 7PM TO MIDNIGHT** |
| AREA | Persons attending | COST | Select area required |
| MAIN HALL | Up to 150 | £250 |  |
| MAIN HALL | Max 250 | £400 |  |
| SMALL HALL | Max 100 | £175 |  |
| SMALL HALL | Max 75 | £145 |  |
| LOUNGE | Max 40 | £85 |  |
| Kitchen |  | £10 |  |

Price includes table setup and clear up. If you require access to the Centre before these times, standard hire rates will apply all halls will be available for access from 5pm on Saturday. (Fridays are subject restriction by regular bookings) Table set up will be complete by 7pm. **Events must finish by 12 midnight** and hirer and guests must leave the Centre by 12.30am or additional charges will be applied.

**\*\* There is an additional mandatory refundable security deposit of £100. This will be returned providing there is no excessive cleaning required. Damages will be charged to the hirer as per the Terms and Conditions in section 14.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SIGNED FORM RECEIVED | INVOICE NUMBER | DEPOSIT RECEIVED | FULL PAYMENT |
| DATE |  |  |  |  |
| SIGNATURE |  |  |  |
| **Security Waiver** | **Received** | **Returned** |
|  |  |

**Statement of Contract**

**IMPORTANT NOTES - Please read this section very carefully:**

1. Please return this fully completed form together with the appropriate deposit 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 above. The balance of payment or full payment is due on receipt of our invoice unless otherwise agreed. Cheques should be made payable to NCHA.

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|  | **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 | 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 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 centrereserves 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 total fee.
2. Cancellation less than 2 weeks prior to booking date – 100% of the total 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 | Bouncy Castle – additional Terms & Conditions apply.  |
| 12 | 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. |
| 13 | 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. |
| 14 | 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 – **100** peopleMain Hall (cabaret style) - **250** people. Lounge – **50** people |
| 15 | 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. |
| 16 | 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. |

THIS BOX IS TO BE COMPLETED BY A REPRESENTATIVE OF THE BETTRIDGE CENTRE

I have read and understood all of the Bettridge Centre terms and conditions and agree to be legally bound by them.

Signed as, or on behalf of, the Bettridge Centre

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS BOX IS TO BE COMPLETED BY THE HIRER

I have read and understood all of the 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_