

Information Sheet:

Events and Sessional Hire at Charles Burrell Centre

Key Information

Payment

Payments for all bookings, including block bookings must be received prior to the booking taking place. Regular hirers are invoiced at the beginning of each month for upcoming recurring bookings. Full payment of booking must be received a **minimum of 1 week** before the date of the booking, failure to do so may lead to cancellation of the event booking. If there is less than 1 week till date of booking payment will be required at time of booking. Bank details will be on the invoice you receive from us, and are stated at the end of this document too.

Deposit

A £100 deposit is required for all events taking place in extended opening hours and is payable within 2 weeks of booking being made, to secure the hire. If deposit has not been paid prior to booking, you will not be permitted access.

Insurance

If your event is open to the general public, CBC will require the hirer to provide copies of a risk assessment and public liability insurance a minimum of 7 days prior to the commencement of the event. Failure to do so may lead to cancellation of the event booking. Please ask for further details if unsure.

Cancellation Policy

Events cancelled with less than 1 weeks' notice will incur the full cost of the booking. Events cancelled 7 – 14 days before the event date will receive a credit note.

Sessional hirers must give at least 48 hours' cancellation notice on all bookings in order to receive a refund.








Hire Costs & Event Requirements





Period of Use	Main hall	All other rooms (Library, Studio, Hot Desk Room, Training Room 1)	Playing field
Normal Opening hours <ul style="list-style-type: none"> • Mon- Fri 8am- 10pm • Saturday 8am-5pm 	£25 p/hr	£14 p/hr	£15 p/hr
Extended Opening hours* <ul style="list-style-type: none"> • Friday 10pm-12am • Saturday 5pm-12am 	£25 p/hr	£25 p/hr	£25 p/hr
<i>*Birthday parties for under 18's will be restricted to 10pm</i>			

Additional services and fees

Services	Fee
More than 100 attendees at your event?	+ £10 p/h
Teas, coffees and biscuits	75p per person
Flipchart paper	£5 per pad (40 sheets)
Projector	£2.50 per booking

General Information

<p>Set up time</p> 	<ul style="list-style-type: none"> When calculating the cost of your hire please understand the hourly rate begins when you take hire of the building to when you leave after clearing up post event. You should always allow adequate time to set-up for your event and to clean and tidy after your event.
<p>Rubbish</p> 	<ul style="list-style-type: none"> Please be aware you are responsible for removing all rubbish. The premises are let to hirers in a clean and tidy condition. Large waste bins can be provided on request. If CBC incurs additional cleaning costs resulting from your event, it may pass these costs onto the hirer.
<p>Numbers of attendees</p> 	<ul style="list-style-type: none"> If more than 100, we may need to provide additional staff, resulting in an additional fee for hirer. If more than 500, we may need to make adjustments to our insurance cover, resulting in an additional fee for hirer.
<p>Disabilities</p> 	<p>If there are any disabled guests then the requirement for additional Fire Marshalls may be required in order to comply with the Charles Burrell Fire Evacuation Plan</p>
<p>Public events</p> 	<p>If it's open to the public, would the hirer like us to include the event in our marketing and promotion?</p> <p>If your event is open to the general public, CBC will require the hirer to provide copies of a risk assessment and public liability insurance a minimum of 7 days prior to the commencement of the event. Failure to do so may lead to cancellation of the event booking. Please ask for further details if unsure.</p>
<p>Parking</p> 	<p>CBC provides free parking on site. If you have a very large group, we can ensure there is additional parking available on the day. Let us know.</p>
<p>Alcohol</p> 	<p>Members of the public are not permitted to bring intoxicating liquor into Charles Burrell Centre. We are not licenced to consume or supply alcohol on site. Therefore, if you want to have alcohol at your event, you will need to make licenced arrangements, e.g. booking a bar hire company. Some local companies regularly used at CBC include:</p> <ul style="list-style-type: none"> Chris Grey- 01359241563 / 07831276862 The Dray Bar- 01366378843

<p>Electrical equipment</p> 	<p>If you are using electrical equipment, we need to see evidence of electrical items having been PAT tested. The Duty Manager will check this at the time of your booking.</p>
<p>Large equipment</p> 	<ul style="list-style-type: none"> • E.g. bouncy castles, rodeo bulls etc • Does it fit in doorway? Can you actually get it into the room you are booking? • It must be supervised at all times • CBC will need to see: <ul style="list-style-type: none"> ○ Relevant risk assessments ○ Contractor safety certificates if you are hiring someone external to provide use of the equipment.
<p>Main hall bookings – balcony</p> 	<ul style="list-style-type: none"> • The balcony has a limit of 50 people. If you are using the balcony, you will need to ensure that somebody is supervising the space at all times. • If you are intending to have a licensed bar at your event, it will not be possible to use the balcony area.
<p>Noise</p> 	<ul style="list-style-type: none"> • CBC requires noise to be kept under appropriate levels between 7pm – 7am (5db above background noise or less). • Please be considerate of neighbouring tenants and hirers.

CBC Bank Details

The invoice you receive from us will confirm our bank details for BACs payments. Here are the details, for your records.

Name: Charles Burrell Centre Ltd

Account Number: 20345884

Sort Code: 60-83-01