

Booking policy for the Armstrong Hall Complex- all hirers- this should be read in conjunction with the booking forms

Bookings

Provisional bookings and telephone bookings must be confirmed by returning the completed application form to the booking office within 7 days.

If no form is received in this period, the booking will be deemed to have been cancelled. Once the booking has been accepted a photocopy of the complete application form will be issued as confirmation of the booking.

Any subsequent changes of requirements by the hirer MUST BE NOTIFIED IN WRITING NO LESS THAN 14 DAYS PRIOR TO THE EVENT.

Deposits and Birthday Parties

Deposits of £100 are required from first time private hirers, large functions and parties. Deposits will be returned to the customer after the function if no damage is reported. Any damages will be recharged to the hirer at cost +10%.

Cancellation

Cancellation of bookings must be made in writing and the appropriate one month's notice given for all bookings. Failure to give the appropriate notice will incur the basic hiring charge.

Payments

All first-time hirers will be invoiced one month prior to the function date. Regular hirers will be invoiced after the function date.

Stewarding

It is the named hirer's responsibility to organise stewarding for their own events and to prevent access to the event by undesirable/unauthorised persons.

Fire precautions and procedures

It is the named hirer's responsibility to be aware of fire procedures in case of fire: the locations of alarm points, fire extinguishers, sand buckets and evacuation procedures. The named hirer is responsible for the evacuation of rooms in use by them in case of a fire alarm.

Occupier's liability

All persons entering the Armstrong Hall Complex do so at their own risk and the Armstrong Hall Registered Charity acting through its Management Committee accepts no liability for any loss, damage or injury to them or their property arising from entry upon or use of the premises or use of the equipment provided in the premises. Hirers bringing property of any value onto the premises are advised to ensure that it is adequately insured against all risks.

Electrical Equipment

Any equipment brought into the Hall to be used by the hirer should be in good working order. We recommend it is PAT tested and covered by your insurance.

Public address and sound system

Basic public address can be made available to the hirer but is subject to availability. If you wish to ensure you have adequate public address for your function you must secure confirmation from the Hall Supervisor that equipment will be available. You can commission your own audio equipment and technicians from approved sound suppliers. Please note – all sound equipment brought onto the premises and connected to the in-house system must be set up by an on-duty member of staff or qualified sound technician. Credentials of technicians must be approved before permission is given to use any equipment at the Armstrong Hall Complex. An initial sound test will be carried out before the function and equipment should then not be touched until the event starts.

Lighting

Basic lighting can be provided for your function in the Armstrong and Cossham Hall. If you require more complex lighting cues or follow-spot for a function, it is the hirer's responsibility to hire a trained lighting technician to do so. Simple lighting must be confirmed with the Hall Supervisor two weeks before the function or stage lighting may not be supplied to the hirer.

Cossham Hall Balcony

If the Cossham Hall balcony is in use, then the named accountable person must appoint two named and competent stewards to manage the balcony throughout the event. They must ensure no person crosses the marked safety line and manage the usage of the balcony. No Children are to be allowed on the Cossham Hall balcony and no hot drinks are to be taken on the balcony.

Confirming seating

As a service the Armstrong Hall Complex sets up rooms and after consultation provides a room plan for your function. It is the named hirers responsibility to organise a meeting with or phone the Hall Supervisor to confirm a seating plan. Failure to do so will either result in the hall being left empty for the hirer or an approximate seating configuration for the type of hire. Seating may be subject to change.

Parking

The Armstrong Hall Complex has limited parking available for the organisers of functions only. We ask that you do not direct your patrons to use the Armstrong Hall Complex's parking. Parking cannot be guaranteed to the customer and is provided on a first come first serve basis. You may be asked to move your vehicle or cones may be used to block access to the car park. We ask you do not use the car park for any other reason other than in conjunction with the use of the hall. Failure to do so may result in your vehicle being locked in the car park until a caretaker is next available to let you out.

Alcohol

All alcohol brought onto the premises must be relinquished to the Armstrong Hall for recording and serving. A 50% corkage charge will be applied to all alcohol consumed on the premises. Alcohol used as raffle prizes and gifts must be recorded and it is the hirers responsibility to ensure it is not consumed on the premises. If it is found alcohol supplied as gifts or raffle prizes are consumed on the premises a 50% corkage fee will be applied.

Bar

In association with a function the bar can be included on request and no charge will apply if bar sales are more than £200. If less than £200 in bar sales is taken, hirers will be charged the difference between actual bar sales and £200. If the hirer requires the bar to order extra stock to ensure all patrons are served, additional bar sales may be required to ensure all costs are covered. If there is any disruptive behaviour or underage drinking on the premises members of staff reserve the right to immediately close the bar or *terminate the function* and the organiser be fully charged the hire costs.

Urns and Kettles

Urns and kettles are not to be taken out of the kitchen. We also ask that you do not bring your own kettles and urns to the hall. The Armstrong Hall Complex will provide vacuum flasks if boiling water for beverages is required.

Waste Disposal

It is the hirer's responsibility to remove all of their excess waste from the premises (anything exceeding the normal bins). Failure to remove excess waste may result in an excess cleaning fee of £50.00 and/or the cost of disposing of the excess waste.

Excess cleaning fee

Excess cleaning will be charged at £50. This fee will be applied to your overall bill if the rooms you hire are not left as found. The £50 excess cleaning fee will be also be applied if you do not take excess waste from your function with you.

Licencing

The premises have a cinematographic licence, public entertainment licence and theatre licence. We also have a full alcohol licence.