



**St Andrew's Arts Centre**

**Royal Pier Road**

**Kent**

**DA12 2BD**

**BOOKING DEPOSIT**

Due to a number of inconsiderate hirers the committee have found it necessary to introduce a booking deposit of £50.

If the conditions of hire are not adhered to – please read CAREFULLY, your deposit (or part thereof) will be retained so that Gravesham Arts does not incur a financial loss of any nature.

ANY failure to store the display boards correctly or any damage to them will result in the retention in full of this deposit.

Any retention is entirely at the discretion of the buildings manager.



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## **BOOKING FORM**

NAME.....

### **CONTACT DETAILS**

TELEPHONE.....E-MAIL.....

ADDRESS.....

DATE / DATES REQUIRED.....

TIME REQUIRED.....

### **HIRE CHARGES**

#### **NON MEMBERS**

- DAY RATE £16.00 PER HOUR / £65.00 WHOLE DAY 9am – 5pm
- EVENING RATE £45.00 6pm – 10pm

#### **MEMBERS**

- DAY RATE £11.00 PER HOUR / £45.00 WHOLE DAY 9am–5pm
- EVENING RATE £35.00 6pm – 10pm

#### **DEPOSIT £50**

Access to the Arts Centre will be made by prior arrangement, if a key is provided in advance this must be returned at the end of the hire period to ***Sue William's at Forge House, Bull Lane Higham ME3 7LT.***

Bookings are subject to availability, please telephone or e-mail before returning the completed booking form, 01634 724313 and email address [suewilliams27@yahoo.com](mailto:suewilliams27@yahoo.com)

To secure your dates payment should be made in full in at the time of booking either by bacs or cheque.

Regular bookings are required to pay monthly in advance by bank transfer / cheque or cash. cheques payable to Gravesham Arts Council and send to Sue William's Forge House, Bull Lane, Higham ME3 7LT.

Bank details Lloyds, Acc no 01601688 Sort Code 30 – 93 –60

Bookings are subject to the terms and conditions attached

- I have read and agree to the terms and conditions of Hire
- I am the nominated hirer & will be available over the hire period on Tel.no.

Signed.....date.....



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**Terms and conditions of hire**

1. The hirer agrees to observe the terms and conditions of hire for the agreed period.
2. Officers of Gravesham Arts, GBC, the police or fire brigade shall be allowed to enter the premises at any time and will have the power to invoke the terms of hire.
3. The Arts Centre must only be used for the purpose for which it was hired and shall not be sublet or assigned to any third party.
4. The hirer must make him / herself familiar with the public entertainment licence & Emergency plan displayed in the Arts Centre, the hirer will be responsible for the correct emergency procedure and fire exits kept clear.
5. The numbers of persons in the building at any one time must not exceed 60.
6. The hirer shall be liable for any loss or damage to the building and or it's contents.
7. The hirer shall be responsible for locking the premises and will be held responsible for any loss or damage to the building and contents arising from a failure to secure the Arts Centre.
8. Both GBC & Gravesham Arts Council accept no responsibility to persons using the Arts Centre for loss, damage or injury to self or personal property.
9. The hirer will provide their own PL insurance as required to cover points 7-9 for the period of hire.
10. Gravesham Arts Council does not hold a liquor licence.
11. St Andrews Centre is a no smoking building.
12. The hirer agrees to maintain and keep good order & considerate behaviour inside and outside of the building at all times.
13. All equipment / furniture etc brought in to the Art Centre by the hirer must be removed at the end of the hire period, unless otherwise agreed.
14. The premises must be left in a clean and tidy condition, all rubbish must be removed by the hirer, and all equipment replaced as it was found\*
15. The use of amplification equipment is not allowed without prior agreement with the buildings manager, if granted must be kept to an agreed acceptable level.
16. All bookings are accepted on the understanding that Gravesham Arts Council reserve full and free right and liberty to cancel at any time such booking without notice and to impose further condition(s) as they may consider necessary. Gravesham Arts Council shall not be responsible for any loss incurred by the hirer in the event of this right being exercised.

**\*FAILURE TO DO SO WILL RESULT IN THE RETENTION OF YOUR £50 DEPOSIT**