 Event Space Booking Form

**N.B.** the amount of time you book the room for must include any set up and take down time. E.g. if you have a 1 hour class and require 30 minutes to set up and 30 minutes to clear away, you should book the room for 2 hours.

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| --- | --- | --- | --- |
| **Date(s) required** | **End date**  **(for regular booking)** | **Start time**  **(including set up time)** | **End time**  **(including clear up time)** |
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| --- | --- |
| **Full Name (hirer must be over 18)** |  |
| **Organisation/Group:** |  |
| **Address:** | Postcode: |
| **Telephone:** |  |
| **Email:** |  |
| **Data Protection** | Your contact details will be retained on a computerised system in accordance with GDPR requirements and only be used to contact you with regard to this or any other bookings or other relevant offers from the Red Brick Building.  **I CONSENT: YES / NO** |

|  |  |
| --- | --- |
| **Purpose of the hire e.g. workshop, performance, gig, lecture etc.:** |  |
| **Expected number of attendees:** |  |
| **Tables/chairs required?** | No / Tables only / Chairs only / Tables and chairs |
| **Will any of your attendees be under 19 years old?** | Yes / No |
| **If yes, do you hold a valid DBS Certificate?** |  |

**Room set up requirements:** *please tick as appropriate*

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| --- | --- | --- | --- | --- |
| **Not Needed\*** | **Theatre/Conference Style**  **(rows of front-facing chairs)**  **+ £10 per event** | **Meeting Style**  **(tables and/or chairs in a square or horseshoe)**  **+ £10 per event** | **Workshop Style**  **(separate tables and/or chairs)**  **+ £10 per event** | **Function Style**  **(separate tables with chairs- formal)**  **+ £10 per event** |
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**\*N.B. If you select ‘not needed’ but do require tables and/or chairs, you will be required to set up the room yourself. Thank you**

**Optional extras required:** *please tick as appropriate, if necessary*

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| **Promotion of event on RBB website and social media**  **(subject to completion of the Event Marketing Form on page 3)**  **+ £10** | **Projector**  **+ £10**  **per event** | **Screen**  **+ £10**  **per event** | **Portable whiteboard/**  **flipchart and pens**  **+ £5 per event** | **PA System**  **+ £50**  **per event** | **Uplighters**  **+ £50**  **per event** |
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Please ensure you have complete all sections before returning. By signing this form, you acknowledge that the information provided is correct and that you agree to comply with the terms and conditions supplied with this booking form. Please see the next page for payment and cancellation terms.

**Please send your completed booking form, via email, to bookings@redbrickbuilding.co.uk**

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| --- | --- | --- |
| **HIRER - print name** | **HIRER - signature** | **Date** |
|  |  |  |
| **Booking taken by:** | |  |

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| **Notes (for Red Brick Building staff use only)** |

**Terms of Payment**

* A 20% deposit is required for all hires, excluding weddings and Friday and Saturday night bookings
* A 50% deposit is required for weddings and Friday and Saturday night bookings
* The outstanding balance must be paid 6 weeks prior to the hire date
* If the booking is less than 6 weeks in advance, FULL payment is required at the time of booking
* Failure to pay the full hire cost by the due date could result in the booking being cancelled and the space being offered to someone else

**Making your payment**

* You will be invoiced for the cost of your hire, including any add-on charges
* We prefer payment by BACS and details will be provided on your invoice
* If BACS isn’t available to you, you can pay by cash, credit/debit card or cheque (made payable to Red Brick Building Tenancy Services Ltd.)

**Terms of Cancellation**

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| **Six weeks’ notice** | Full refund, including deposit |
| **Between six weeks and 72 hours’ notice** | Full refund, less deposit |
| **Less than 72 hours’ notice** | NO refund |

**Event Space Hire Pricing Overview**

**N.B.** These prices do not include fees for room set up and optional extras

|  |  |
| --- | --- |
| **Hourly** | £25 |
| **9am – 1pm** | £75 |
| **1pm – 5pm** | £75 |
| **9am – 5pm** | £150 |
| **Tuesday – Thursday evenings from 6pm**  **(until 11pm max.)** | £75 |
| **Friday evening from 6pm** | £150 |
| **Saturday evening from 6pm** | £250 |
| **Bond (required for large events)** | £100 |

All hirers **must return the room to its empty state** (i.e. clean and tidy, with chairs and tables stacked and the room left clear). Failure to do so will incur **an additional £25 charge**, payable following the event.

**Event Space Size and Capacity**

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| **Size** | 2000 sq ft (190 sq mtrs) |
| **Capacity** | Standing only: 350  With tables and chairs: 120  With chairs only (theatre style seating, with view of the stage): 80 - 100 |

**If you have opted for us to promote your event online, please continue to the**

**Event Marketing Information Form on the next page.**

**Event Marketing Information Form**

**Only complete this section if you have opted to have your event publicised on the Red Brick Building website and social media channels.**

**Please note that a fee applies for this service, as stated on the first page of the booking form.**

N.B. Opting to have your event publicised on the Red Brick Building website and social media channels does not make the Red Brick Building responsible for the success of your event. Our publications are in addition to your own marketing, and we highly recommend that you continue to publicise your event in addition to our online platforms.

By completing this form, you are agreeing not to hold the Red Brick Building responsible for the success or failure of your event.

Once completed, please email this section with the rest of your booking form to bookings@redbrickbuilding.co.uk

|  |  |
| --- | --- |
| **Event Name**  (as it should appear on the Red Brick Building website) |  |
| **Day(s) and date(s) of event** |  |
| **Event timings**  (not including set up times) |  |
| **Frequency of event**  (one-off, weekly, monthly, term-time etc.) |  |
| **Date exclusions**  (when you won’t be running the event as usual) |  |
| **Any age restrictions** |  |
| **Event strapline**  (one-line description) |  |
| **Full description of event** |  |
| **Host name**  (your business name) |  |
| **Host’s contact details**  (please only include if you are happy for these to be put on our website) | **Website:**  **Email:**  **Telephone:** |
| **Social media pages associated with you/your business/your event**  (if applicable) | **Facebook:**  **Twitter:**  **Instagram:**  **Other:** |
| **Event pricing**  (if you’re charging for your event) | **Price (including price per session and any bulk discounts etc.):** |
| **Details of how attendees should book and pay:** |
| **Images** | **When returning this form, please attach the following to your email:**   * **Event poster/promotional image (jpeg or png format)** * **Up to 3 high-quality images (2MB or more) that represent and promote you/your event (jpeg or png format)** |

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| **Event Space Hire Terms and Conditions**  For every activity, public or private, the hirer must ensure that he/she complies with the following conditions of hire:  **Parking**   * There are limited parking facilities on site. There is ample free parking around the building perimeter. Disabled spaces are reserved for the use of blue badge holders. There are bike racks and the site is on public transport routes.   **Disabled access**   * The building is fully accessible with a lift to the first floor and disabled toilet facilities on the ground floor. There are hearing loops in all our hire spaces.   **Deposits**   * A 20% deposit is required for all hires, excluding weddings and Friday and Saturday night bookings. * A 50% deposit is required for weddings and Friday and Saturday night bookings. * The outstanding balance must be paid 6 weeks prior to the hire date. * If the booking is less than 6 weeks in advance, FULL payment is required at the time of booking. * Failure to pay the full hire cost by the due date could result in the booking being cancelled and the space being offered to someone else.   **Refundable Bond**   * For any events serving alcohol a £100 bond will be payable in advance to cover any unlikely damages. If any such damages exceed £100 the hirer will be required to pay any additional repair costs incurred. The bond will be refunded in full after the event if no damages have been made.   **Cancellations**   * Six weeks’ notice = full refund, including deposit * Between six weeks and 72 hours’ notice = full refund, less deposit * Less than 72 hours’ notice = no refund   **Location and contact details**   * Red Brick Building, Morland Enterprise Park, Morland Road, Glastonbury Somerset BA6 9FT * General enquiries to bookings@redbrickbuilding.co.uk Tel 01458 899564   **Entry**   * The booking co-ordinator will make arrangements to either ensure the building and space is open or will give instructions of how to access the hire space.   **First Aid and Accidents**   * The First Aid box is located on the first-floor landing near the toilets. Please inform the booking coordinator of any items you use by leaving a note in the hire space. * Any accidents or safety incidents must be recorded on an accident form stored in the accident book located in the first-floor landing on top of the first aid box.   **Smoking**   * Smoking inside the building is forbidden by law. This includes E-cigarettes.   **Fire Extinguishers**   * Fire extinguishers are located throughout the building. Please report any use of the extinguishers, failure to do so could put someone’s life in danger in the future.   **Evacuation points**   * Bocabar visitors’ evacuation point is out through the rear fire doors into the garden along through the iron gate onto the main road and congregate in the car park on the other side of the stream next to the cottage. * First floor visitor evacuation point is down the stairs out of the main doors and congregate next to the community garden. Care should be taken not to block access to the emergency services. * Morland Room and Event Space evacuation points are through the fire doors in to the car park area and congregate in the community garden. * In the event of a fire, the lift must not be used. An EvacChair is located on the first floor landing.   **Licences**   * The Red Brick, as managers of the hourly let spaces within the building, must by law comply with the requirements of the Licensing Act 2003, which regulates the provision of entertainment to the public, including alcohol. * The Red Brick Building Centre Ltd. currently hold a Premises licences which covers The Event Space and Bocabar. Alcohol purchased in the Bocabar must not be consumed in any un-licensed areas. Please see notice board for details of licensable activity including the performance of plays, the exhibition of films, Indoor sporting events, boxing or wrestling entertainment as well as the performance of live music, the playing of recorded music except via a CD player, the performance of dance, making music, dancing and the sale of alcohol.   **To prevent crime and disorder**   * No drunken or disorderly behaviour takes place and plastic glasses must be used outside * Professional security staff must be employed at any event where alcohol is served to the public. The hirer will need to contribute towards the cost of security staff where applicable.   **To ensure public safety**   * A mobile telephone is readily available in the case of an emergency. * Fire exits are not blocked or obstructed by furniture or equipment * All escape routes are kept free from obstruction and checked in advance of the event that they can be safely used. * Fire doors are not wedged open. * No one is allowed to sit/stand in any gangway, corridor, passage or exit route. * Emergency lighting is illuminated at all times. * There are no obvious fire hazards on the premises. * A responsible person over the age of 18 must supervise the function and remain on the premises at all times. * The fire brigade must be called to every outbreak of fire, however slight, and details must be reported to the Building Manager. * The car park access road must not be obstructed to enable the emergency services to access the building. * No performance which involves danger to the public must be given. * Highly flammable substances, fireworks, explosives including pyrotechnics, must not be brought on to any part of the premises. * Stage scenery and curtains must be fireproofed. * No unauthorised heating appliances or portable liquid petroleum gas appliances to be used. * Any electrical equipment/appliances brought on to the premises must have an up to date Portable Appliance Tested certificate. * Adequate arrangements must be made for the safe evacuation of disabled people. * A good level of lighting must be maintained at all times. * Only Electric lighting must be used. Approval of any temporary lighting must be obtained from the Building Manager prior to any event.   **To prevent public nuisance**   * Activities must not extend beyond the licencing hours. * Users leaving the premises at night must do so quietly to avoid disturbing the neighbours.   **To protect children from harm**   * No alcohol must be supplied to those aged under 18 unless they are eating a meal, in which case no alcohol must be supplied to those under 16. * No children are allowed on the premises unless accompanied by an adult supervisor at all times. * Illegal drugs or legal highs must not be brought on to the premises including the car park. * No children are admitted who are below the age classification for the film on show. * No gambling or entertainment of an adult or sexual nature must take place. * Adult supervisors must be in attendance as outlined in safety requirements above. * There must be no bullying, shouting, physical violence, sexism or racism. * Anyone carrying out an activity where they are solely or jointly responsible for the supervision of a group of children must hold a valid Disclosure and Barring Services Check (formerly known as a CRB check).   **General conditions of hire**   * Red Brick Building insurance policy includes public liability cover for all non-profit making hirer groups using the premises, any profit-making hirer must hold their own public liability insurance. * The behaviour of those attending any event is the responsibility of the hirer. * The hirer is responsible for making good any damage done to the building or its contents during the period of hire, including replacement of broken items * Any damage, however slight, to the building and the contents, the use of any fire extinguisher or any first aid equipment during the period of hire must be reported to the building manager on returning the keys. * The use of adhesive tape or pins as a means of fixing to any surface within the building is not allowed. White tac may be used. * The Red Brick Building or any of its Committees accepts no responsibility for any infringement by the hirer of any licencing law. * The Red Brick Building or any of its Committees accepts no responsibility for any damage, theft or loss of property brought on to any part of the premises. * The Building Manager or his/her representative is entitled to enter the hall at any time during a booking and may direct the hirer to ensure proper care of the premises and comfort and safety of the people there. * Bouncy castles or similar activities are not permitted. * Hirers are required to leave the premises in a clean and tidy condition – litter must be disposed of and all equipment either removed or stored safely and tidily in the agreed place. * On leaving the premises hirers must ensure all furniture that has been moved is returned to its original position and that all lighting is switched off, windows are closed and building is locked securely. |