

Application for Hire of the South Holland Centre Function Hall & Meeting Rooms

Hire No.

1. The Hirer

Name of Applicant

Application made on behalf of:
(company/organisation/individual)

Address

Postcode

Telephone

Landline

Mobile

e-mail

2. The Event

Type of Event

Estimated number attending

Date of event

Event Organiser(s) on site

(The named person(s) will be the Centre's contact during the event and should be on site before the first person arrives and until after the last person leaves)

3. The Hire Rooms

Space required (please tick)

Function Hall

Band Room

(free of charge if Function Hall hired, depending on availability)

Lounge Bar

(free of charge if Function Hall hired)

Meeting room 1

(Up to 6 boardroom)

Meeting rooms 1 & 2

(recommended for meetings over 15 with catering)

Meeting room 2

(up to 20 boardroom if no catering is required)

4. The Hiring Period

Wedding Package

9am - 1am *(Please Tick and go to next page)*

All Other Hirers Please Complete

Access for set-up

Doors open/guests arrive

Finish time of event

Bar closes at: *(if applicable)*

(Bar must close 30 minutes before the finish time of the event)

Room vacated by

(Including anyone connected with hire, e.g. organisers disco or band)

Conferences and Meetings

Tea and Coffee required at:

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Biscuits

Water

YES	NO	YES	NO
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Lunch Required at:

Other:

5. Room Layout

Clear floor	<input type="text"/>
Dinner dance	<input type="text"/>
Banquet	<input type="text"/>
Wedding	<input type="text"/>
Concert/lecture	<input type="text"/>
Boardroom	<input type="text"/>
Horseshoe	<input type="text"/>
Other (please specify)	<input type="text"/>

Services

Technical assistance	<input type="text"/>
Ticket sales <small>(Please complete a SHC Ticket Agency Form)</small>	<input type="text"/>
Catering	<input type="text"/>
Bar	<input type="text"/>

Any other requirements

Equipment - Function Hall only

Round tables	<input type="text"/>
Portable stage	<input type="text"/>
Piano (Upright)	<input type="text"/>
Piano (Digital Technics)	<input type="text"/>
Public address system	<input type="text"/>
Additional lighting	<input type="text"/>

Equipment - Function Hall and Meeting Rooms

Multimedia projector and screen	<input type="text"/>
OHP and screen	<input type="text"/>
TV & Video / DVD	<input type="text"/>
Flip-chart(s) & pad & pens	<input type="text"/>
Flower pedestal	<input type="text"/>

Please contact our Catering Manager on **01775 764887** for Menus and quotations**6. Contract**

Unless otherwise stated the Hire Charge payable by the Hirer shall be the rate applicable at the time of the Event which shall not be less than the charges shown on the schedule of charges.

I make application for the use of the South Holland Centre at the scale of charges current on the date(s) of the Event(s) named at box 2 above. I am aged 18 or over and have read and agreed the terms and conditions of hire. I understand that once this application is confirmed by the Council I shall be bound by the terms and conditions of hire

Authorised Signature

Date

Please return completed form to:

South Holland Centre, Operations Manager, Market Place, Spalding, Lincolnshire PE11 1SS. Telephone (01775) 764819**Office use only**

Estimated charges

Date Confirmed

Deposit required

Date paid

Amount paid

Receipt number

Date invoiced

Amount



Questionnaire

We do not wish to cause any offence so answering the following questions is optional.
The answers to these questions will help us to monitor fairness and equality here at the South Holland Centre, where we are committed to providing fair and equal access to all our services.

Are you: Male Female

Do you consider that you have a disability Yes No

Aged	18 - 25	<input type="checkbox"/>
	26 - 50	<input type="checkbox"/>
	51 +	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

To which of these ethnic groups do you belong?

Asian or Asian Black	<input type="checkbox"/>	Traveller Community	<input type="checkbox"/>
Black or British Black	<input type="checkbox"/>	White British	<input type="checkbox"/>
Mixed Race	<input type="checkbox"/>	White Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>

What is your Religion? _____

What is your first language? _____

Thank you for your time

South Holland Centre

Terms and Conditions of Hire

- 1 All applications must be made on the official Application for Hire booking form.
 - 2 Applicants must be over the age of 18.
 - 3 Applicants must provide full information about the nature of the event at the time of booking and the stated use must be adhered to.
 - 4 The fee for hire of any rooms shall be determined from the time of occupation, including any preparation time, to the time of vacation (including vacation of any person connected with the hirer's event e.g. disco).
 - 5 Provisional reservations will be held for up to 28 days. If the signed Application for Hire form is not returned within this period, the reservation will be cancelled and the date released for other hirers.
 - 6 The Centre will confirm booking applications in writing. A deposit of half of the hire charge is payable within 14 days of the date of this confirmation letter. If the deposit is not returned within this period, the reservation will be cancelled and the accommodation will become available for other hirers.
 - 7 Cancellation: if the hirer cancels after submitting a signed application form (whether or not a deposit has been paid), the following applies:
 - Cancellation more than 28 days before the date of hire: deposit will be returned and no charge will be made
 - Cancellation between 15 and 28 days before the date of hire: 20% of the hire charge will be payable
 - Cancellation between 8 and 14 days before the date of hire: 50% of the hire charge will be payable
 - Cancellation within 7 days of the date of hire: 100% of the hire charge will be payable.
- For hires comprising more than one consecutive day, the date of hire will be deemed to be the first day of the hire.
- 8 The hirer must appoint a named Event Organiser who will be responsible for the event on-site and who will liaise with Centre staff regarding the safety policy and guidelines.
 - 9 The following maximum occupancy figures, allowed under Fire and Licensing regulations, must never be exceeded – Function Hall: 400 standing only, and 300 seated; Auditorium: 348 including stewards; Meeting Rooms One & Two: 60. Where a reduced capacity is stated by the management for certain hirings, the new figure must be adhered to.
 - 10 The hirer will be responsible for complying with all fire regulations and safety policies in operation at the time of hiring.
 - 11 Representatives of the South Holland Centre, the Police and Fire Officers shall have free access at all times.
 - 12 The hirer will be responsible for all damage caused to the building, its fixtures, fittings, furniture and all things belonging to it during their occupation. Where such damage occurs, a replacement and/or cleaning cost will be levied by the management.
 - 13 Stewards: for bookings in the auditorium, hirers are required to provide competent persons to steward their live performances/events and specific seats are reserved for this purpose. Stewards who have not received South Holland Centre evacuation training within the year prior to the event will need to arrive at least one hour before the commencement of the event in order to receive such training from Centre staff. The Centre's Premises Licence requires that there is one steward present for every 100 persons (or part of 100) accommodated on each floor of the theatre auditorium. For performances primarily for children, two stewards per 100 persons per floor of

the auditorium should be in attendance. Certain types of events in the Function Hall may also have a requirement for stewards – please check with Centre staff.

- 14 Where events involve or are aimed at children or young people, hirers have a duty of care to safeguard children and young people from harm. Under South Holland District Council's Child Protection Policy, Centre staff have a responsibility to highlight poor practice and to report any concerns to relevant authorities. For certain types of events the Centre's management will require evidence that the hirer has adequate child protection procedures in place.
- 15 All bar and catering facilities required by the hirer must be provided by the Centre's caterer: Caterwell East Anglia. Hirers should agree such arrangements in advance and settlement should be made direct to them. Telephone 01775 764887.
- 16 All items of lost property should be handed to Centre staff.
- 17 Any equipment brought in by the hirer must comply with current safety legislation. Portable electrical equipment should have current PAT test certification. All equipment must be removed from the premises at the end of the hire period and no responsibility for any damage or loss can be taken by the management.
- 18 Use of specialist effects such as smoke machines, pyrotechnics or strobe lighting, must be discussed with the Centre management at least one month before the event and are only permitted in certain parts of the building with prior authorisation from the Licensing Authority.
- 19 Any hirers seeking to use theatre lights, sound or technical equipment must be appropriately trained and approved by Centre staff.
- 20 No persons other than those taking part in a performance, or those employed or working voluntarily with the authorisation of the hirer shall be permitted on the stage, in the dressing rooms, loading area, lighting, sound and projection rooms or any other non-public or backstage area without prior approval.
- 21 Hirers are responsible for obtaining any required licences and permissions relevant to their event. The Centre management has the right to see such documentation.
- 22 The whole of the Centre is insured by South Holland District Council against Fire and Third Party risks. The third party policy covers death or bodily injury to any person in the Centre arising from the hire in respect of a defect of the premises, plant or fittings. Hirers should take out their own insurance for the hiring to cover any accidents arising from the hirer's own negligence, and any other relevant liabilities.
- 23 Nothing shall be affixed to the walls, floors or any part of the interior or exterior of the premises.
- 24 Breach of the hiring conditions may result in the termination of an event, full costs being payable and future hirings being refused.
- 25 The management has the right to cancel any booking without liability in the event of the accommodation being required for election purposes or national emergency or through no fault of their own.
- 26 The Centre's management takes incidences of violence or abusive behaviour extremely seriously and will involve the Police without hesitation where appropriate. The Centre reserves the right to terminate an event, refuse admission, remove and/or ban persons from the premises in response to unacceptable behaviour.
- 27 The management reserves the right to vary and modify these terms and conditions without notice. Any decisions by the management on the interpretations of these terms and conditions shall be final.

Please note: with the exception of one small area, smoking is not allowed in the South Holland Centre