

## BOOKING CONFIRMATION

Cancellation Fee: If the function is cancelled less than 2 weeks prior to the date of the function the room hire charges apply.

\*\*\*Please complete and sign form then Email back to confirm booking\*\*\*

Name for Accounts.....

Company Name.....

Invoice Address.....

.....

.....

Postcode.....Tel.....Fax.....

Is Catering Required? (Yes/No)

Date of Function.....

Nature of Function.....

N° of People Attending.....

Room(s) to be Hired.....

Time from.....to.....

Tea/Coffee Required? (Yes/No) If Yes, at what times are the refreshments to be served?

.....

Equipment to be Hired?

Projection Screen (Yes/No) £15.00 per Day exc VAT

Large Conference Screen (Yes/No) £50.00 per Day exc VAT

LCD Data Projector (Yes/No) £50.00 per Day exc VAT

Laptop Computer (Yes/No) £45.00 per Day exc VAT

Flipchart (Yes/No) £ 7.00 per Day exc VAT

DVD Player & Monitor (Yes/No) £45.00 per Day exc VAT

Other.....

I agree to these terms set out above and the Conditions attached

Sign .....Date.....

Room Hire - £12.00 per hour +VAT(8.00am – 5.00pm)

£18.00 per hour +VAT (5.00pm – onwards)

£20.00 per hour +VAT (Weekends)

Banqueting Suites - £20.00 per hour +VAT (Minimum of 4 hours)

Please forward full balance to:

Peterlee Town Council, Shotton Hall, Old Shotton, Peterlee, Co

Durham, SR8 2PH

# Shotton Hall Banqueting Suites

PETERLEE TOWN COUNCIL

email:- [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk)

TEL: 0191 5862491 FAX : - 0191 5860370

## Conditions Of Hire

- 1) All applications for hire of the Suite(s)/Meeting Rooms must be in writing on the printed form provided and forwarded, on completion, to Peterlee Town Council (hereinafter called "the owner"). The person by whom this application form is signed shall be considered the hirer (hereinafter called "the hirer"). Where a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable with the person who signs the form for any breach of the Conditions of Hire or the payments of any damages pursuant to any such breach.
- 2) All charges must be paid at the time of booking or upon receipt of invoice. Provisional bookings shall be held for two weeks only.
- 3) The Hirer will engage the Council's appointed Caterer if catering of any sort is required.
- 4) No table wine, alcoholic or otherwise, will be brought onto the premises by the Hirer without the specific authority of the Owner. If such authority is obtained then the Hirer will pay to the Owner such corkage charges as may be determined. All other drinks to be purchased from the bar.
- 5) The Owner is dedicated to the Suite(s) Meeting Rooms being:
  - Places of excellence and good taste, and
  - To this end the Hirer must accept and ensure that anything that is done (entertainment included) must not violate this aim. The Owner reserves absolutely the right to veto anything that might be said or done that would be at variance with this aim. The Hirer must accept, and act upon immediately, any direction from the Owner, or it's duly authorised agent that may be given in this respect. The Owner reserves the right to be the sole arbiter of what might be considered acceptable, bearing in mind the aim previously expressed in the conduct of activities in the Suite/s.
- 6) The Hirer shall be responsible for the good behaviour and order of people in the Suite/s during any hiring. The Owner may, if he thinks fit, charge the Hirer for any extra expense that may be incurred in engaging Police to preserve order prior to, or during, or after entertainment or meeting not properly conducted.
- 7) No copyright dramatic or musical work shall be performed without the licence of the 'Owner of the Copyright' and all such licences shall be produced to the Owner before the start of the function. The Hirer shall indemnify the Owner against any infringement of copyright, which may occur during the hiring.
- 8) All scenery and costumes used for stage performances or the like must be fireproof.
- 9) a) All the conditions attached to the Public Entertainments Licence for the Suite/s shall be duly observed. A copy of such licence may be seen on application to the Owner and the Hirer shall be deemed to have had notice of all such conditions. b) Any person hiring the Suite/s for the purpose of a performance being by a Hypnotist must give the Owner 5 weeks' notice prior to the function.
- 10) The hiring of the Suite(s)/ Meeting Rooms does not entitle the Hirer to use, or enter, the premises at any time other than the specified hours for which the Suite(s)/ Meeting Rooms is hired unless prior arrangements have been made with the Owner.
- 11) The Hirer shall not sub-let the Suite(s)/ Meeting Rooms nor any part thereof.
- 12) The Hirer is responsible for all damage, which may occur during the period of hire or whilst people are entering or leaving the Suite(s)/ Meeting Rooms pursuant to the hire howsoever, and by

whomsoever, caused to the following: - To the Suite(s)/ Meeting Rooms and to any adjacent or adjoining premises belonging to the Owner, To any fixtures and fittings or any other property in the Suite(s)/ Meeting Rooms or in any adjoining adjacent premises, and without detracting from the forgoing, specifically to any cars, lighting units etc, in the car parking areas and access roads.

13) A) The Owner shall not be responsible for: Any loss of, or damage to any property, nor any loss, damage or injury which may be sustained by, or be done to, or happen to any person or persons during the hiring arising from any cause whatsoever. B) The owner shall not be responsible for: Any loss due to any breakdown of machinery, failure relating to the supply of electricity, gas, leakage of water, fire, government restriction or Act of God, which may cause the Suite(s)/ Meeting Rooms to be temporarily closed or the hiring to be interrupted or cancelled. C) The Hirer shall indemnify the Owner against any claim, which may arise out of the hiring, or which may be made by any person visiting the Suite(s)/ Meeting Rooms during the hiring in respect of any loss, damage or injury.

14) The right of entry to the Suite(s)/ Meeting Rooms is reserved to the Owner and its agent and any Police Officer, Health and Safety Officer Environmental Health Officer, or Trading Standards Representative or other at any time during the hiring.

15) No flags, emblems or other decorations shall be displayed outside any part of the Suite(s)/ Meeting Rooms without the previous consent of the Owner.

16) No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Suite(s)/ Meeting Rooms, nor shall placards or other articles be fixed thereto.

17) The hirer, shall at the end of period of hiring, leave the Suite(s)/ Meeting Rooms in a clean, neat, tidy and orderly state.

18) The property of the Hirer and/or the Hirer's agents must be removed immediately following the period of hiring, or fees will be charged for each day or part of a day until the same is removed. The Owner accepts no responsibility for any property left on the premises outside hours of hiring. Any such property left is done so at the owner's risk and may be moved by the Facilities Manager to facilitate other hiring's.

19) No exits may be blocked. Chairs or other obstructions should not be placed in corridors. Fire appliances shall not be removed nor tampered with.

20) No additional lights nor extensions from the existing electric light fittings or other powerpoints shall be used without the previous consent of the Owners.

21) No part of the Suite(s)/ Meeting Rooms shall be used for the sale of carpets or furniture or real property by auction or otherwise, although Trade Fairs be allowed.

22) The Hirer will ensure that nothing is done during the period of hire, or while people are entering or leaving the Suite(s)/ Meeting Rooms pursuant to the hire, that can be construed as a nuisance or annoyance to the residents of houses adjoining Shotton Hall Grounds. In this respect the Hirer will immediately accept any direction given by the Owner and will take all necessary action to abate any such nuisance or annoyance.

23) Note of Booking Agencies – Please note the Town Council does not pay any commission on the fees and charges set out in the Application for Hire Form without the prior consent of the Council in writing.

24) The Council has a strict policy that the use of fireworks is not permitted in the premises/grounds of Shotton Hall.

25) The use of candles is not permitted. This includes all types of candles including tealites, votives, pillars and tapers (non-drip candles). The only exception to this ruling is the use of candles on birthday cakes, with the permission of the Owner.

26) HIRERS MUST HAVE THEIR OWN LIABILITY INSURANCE COVERING ALL DELEGATES/GUESTS.

## CHARGES – ROOM HIRE

a) Meeting Rooms (per room, with 2 hour minimum booking)

£12.00 per hour from 8.30am – 5.00pm

£18.00 per hour from 5.00pm – onwards and weekends

£20.00 per hour on weekends

b) Banqueting Suites

£20.00 per hour (per suite, with 4 hour minimum booking)

Plus fixed charge of £50.00

\* NB The above hire charges are exclusive of 20% VAT

## REFRESHMENTS

- Tea/Coffee and Biscuits are supplied by the Town Council at a charge of 85p + VAT per person
- Licensed Bar available upon request