

# CRAIGAVON CIVIC & CONFERENCE CENTRE



## Application Form

Organisation: .....

Applicant's Name: .....

Position in Organisation:  Chairperson  Secretary  Treasurer

Address: .....

Telephone No: ..... Post Code: .....

Proposed Use: ..... Numbers: .....

Area:  W J Mayes Hall  Lakeview I  Lakeview II  Lakeview III  
 Cmt Rm 1  Cmt Rm 2

### CHARGE RATES

Rooms	Mon-Sat per hour */**
W J Mayes Hall Standard Rate	£75.00
Setting Up/Rehearsal	£37.50
Lakeview Suite III	£55.00
Lakeview Suite II	£30.00
Lakeview Suite I	£25.00
Committee Room 1	£25.00
Committee Room 2	£25.00

\* Customers with an invoice address inside the Borough are entitled to a 20% discount on room hire charges

\*\* Prices quoted are subject to a 20% increase on Public and Bank holidays

Date(s) of Use: .....

Times: From: ..... To: .....

	Data Projector (with screen)	LCD & Back Projection wall	Flipchart	Projection Screens	Baby Grand Piano	TV/DVD/Videos	Upright Piano
	£50	£100	FREE	£7.50	£80	£10	£20
Please tick							

	No. of Persons	Service Time
Tea/Coffee/Scones	.....	.....
Tea/Coffee/Biscuits	.....	.....
Finger Buffet	.....	.....
Hot Buffet/Cold Buffet	.....	.....
Banquet Meal	.....	.....

Catering numbers must be confirmed three days in advance. This is the minimum which will be charged.

### DECLARATION

I wish to book the above rooms at the Craigavon Civic and Conference Centre, I would confirm receiving a copy of the Terms and Conditions of Hire which I have read and accept including the hire charge(s) applicable, if the booking is confirmed. I would also state that I am over 18 years of age and have authority to sign the Application Form on behalf of the Organisation named above.

Signature: ..... Date: .....

The booking is only confirmed when an application form and insurance questionnaire have been completed, signed, returned with deposit and accepted by the booking officer, within ten working days of making the booking.

The conference centre is fully accessible however please advise us if you require any special assistance.

White copy: to be returned to Craigavon Civic and Conference Centre.

Pink copy: to be retained by customer.

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# CRAIGAVON CIVIC & CONFERENCE CENTRE

## TERMS AND CONDITIONS OF HIRE:

Photographic Policy applies in this venue

- 1. Bookings**

The applicant booking the facility must be over 18yrs of age. The booking is only confirmed when an application form and insurance questionnaire has been completed, signed, returned to and accepted by the booking officer and the deposit paid.  
The organisation and the organiser whose name appears on the application form shall be deemed to be the hirer and shall be responsible for compliance with all rules, regulations or requirements made or laid down from time to time by the Council in respect of the use of the premises and shall be deemed to be the responsible person nominated to be in charge of the premises during any event for which the premises are hired to him/her.
- 2. Hirer Status**

The hourly rates shown apply to persons and organisations based outside the Borough. Persons and organisations inside the Borough will be entitled to a discount of 20% of these rates. Rates are subject to an annual increase.  
The hirer shall not without the previous consent from the Council in writing use the hired property for any purpose other than that stated in the application for hire.
- 3. Special Charges**

Special rates may be negotiated for events which exceed three days duration or block book all rooms.
- 4.** All exits, gangways, passages, corridors, lobbies and external passageways must be kept clear and free from obstructions.
- 5.** The hirer shall ensure that the number of persons to be admitted to the premises does not exceed the capacity of the premises as stated on the general information or as booked by the hirer.
- 6. Deposits**
  - (a) A deposit of 25% is required when booking. The remaining balance is payable 10 days in advance of booking, unless you are an "approved account holder". Payment can be made by cash, cheque, credit or debit card.
  - (b) A property damage deposit of £300 may be required depending on the nature of the event – to off set possible damage to property/equipment. This deposit is refundable when the property is left in an acceptable condition.
- 7. Cancellation Policy**

Cancellation fees are charged if the booking is cancelled without adequate notice:

  - Cancelled with 10 days notice – loss of deposit
  - Cancelled less than 10 days notice – 50% of hire charges, plus catering costs, deposit included.
  - Cancelled less than 48 hours notice – 100% of hire charges, plus catering costs, deposit included.
  - No Shows – 100% of hire charges plus catering costs, deposit included.

All cancellations must be confirmed in writing.
- 8.** All approvals are subject to cancellation without notice (this right will, not however, be exercised unless absolutely necessary) and where necessary every effort will be made to ensure that as much notice as possible is given. The Council accepts no responsibility for any loss sustained by the hirer as a result of the cancellation of any booking by the Council.
- 9. Insurance**

Craigavon Civic & Conference Centre does not accept responsibility for damage or loss of property belonging to the hirer whilst on the premises. The hirer will be required to produce evidence of having obtained public liability insurance cover to a level of:

  1. Committee Rooms & Lakeview Suite 1 + 2 - £1,000,000
  2. Lakeview Room 3 - £2,000,000
  3. W J Mayes Hall - £5,000,000

The Council does not accept any responsibility for the injury, damage or loss howsoever caused to any persons or in respect of any articles or goods brought onto the premises by the hirer or any other person.
- 10. Restrictions**

The facilities are not available for use on Sundays except by agreement and for approved purposes e.g. religious services. All hirers personal electrical equipment must be PAT Tested before use at Council premises.
- 11.** A duly authorised officer of the Council shall at all times have the right of free access to all parts of the building, for purposes of inspections.
- 12. Security**

The venue reserves the right to make an additional charge for security where this is considered necessary.  
The management reserve the right to refuse entry and to ask person(s) to leave in the interest of security or on other grounds.
- 13.** Hirers of the facility are required to have a sufficient number of stewards to efficiently protect the premises as well as to attend the opening and closing of doors with a view to ensuring the comfort and safety of the audience. Stewards will comply with all directions given by the duty staff.
- 14.** The Council reserves the right to decline any application for the hire of any part of the building.
- 15. Performing Rights Society**

There is a legal requirement on the organiser of the event to pay a fee to the Performing Rights Society (PRS). If live music is performed during an event an additional fee of 3% - based on ticket revenue – will be payable to the Council, who is responsible for collecting this fee on behalf of the Performing Rights Society. Duty staff will determine the numbers at such events.
- 16.** The Council reserves the sole right to place advertisements in any part of the building or approaches and to keep the same up during every hiring. Nothing is to be attached to the walls or doors without the permission of the duty staff. All temporary hangings, decorations, scenery etc which may be used in any part of the premises, shall be rendered and maintained in a fire resistant condition.
- 17. Catering**

The Facility can provide a comprehensive catering service. Menus are available on request. The main kitchen is not available for hire and customers are not permitted to supply their own food or beverages at any function. Catering numbers must be confirmed three days in advance, this is the minimum number which will be charged.
- 18.** The bar facility will be open at the discretion of management and subject to the conditions of the Council's Conference Centre Licence.
- 19.** All accidents/incidents are to be reported to the duty staff immediately.