KENT COLLEGE CANTERBURY

LUX TUA VIA MEA

The Great Hall Hire Booking Confirmation

Company & Event Name			
Event Date/s			
Visiting Company Contact Name & Address			
Visiting Company Contact Number			
Main contact on the day			
Required Rooms (Auditorium, Colonnade, Dressing Rms, Green Rm)		**Lay Out & Predicted Numbers**	
Head of Enterprise	K Wyatt, Kent College Enterprises Ltd enterprise@kentcollege.co.uk		

Times	**Arrival/Get-In Time**	Access via:
	Customer Arrival Time (Doors)	
	Event Start	
	Interval Time (If Applicable)	
	Event Finish	
	Departure/Get-Out Time	
Bars / Catering		
Technical (Staffing & Equipment)		

Facilities & Other information	.

Hire Agreement	**Hall Hire** **Additional Costs** Technical PRS Security (If applicable) Charge for additional hours (or part thereof, in the event of overrunning); £165.38 per hour – Great Hall
Payment schedule	There will be two stage payments for the hire fee. 40% room hire deposit due on confirmation of booking. 60% of room hire plus any additional charges incurred will be invoiced as appropriate.
Additional Charges and Information	
VAT	The above sums will be subject to any applicable VAT charges
Technical & Back Stage **Security Deposit**	Our basic hire rates include: A Technician, House PA & lights. Other items such as beltpack radio microphones, multimedia screen and projector, grand piano, special effects etc, and consumables are recharged to the hirer. Please ask for details. *Dressing Rooms – Please note; any damage or additional cleaning will be recharged.* **A security deposit of £500 must be paid no later than 10 working days prior to the event.** This deposit is held to cover any damages to the premises or any additional cleaning required following the event. Should any issues arise, you will be notified in advance with a breakdown of associated costs. Provided no such issues occur, the deposit will be refunded within **7 working days** after the event.
Marketing (If your event is using in-house marketing support)	**Please send print to:** FAO Great Hall, Kent College, Whitstable Rd, Canterbury, Kent, CT2 9DT. **Standard Print Requirement for shows: 10x A3, 20x A4 & 500x A5 flyers.**

Signed Agreement to the above
I/we agree that when written notification of acceptance has been received, this application and such acceptance, together with the said Terms and Conditions of Hire below, shall constitute the contract of hiring.

On behalf of the Hirer	Print Name: Date: Signature:
On behalf of "Kent College Enterprises Ltd"	Print Name: K Wyatt, Kent College Enterprises Ltd Date: Signature:

Technical Rate Card:

item	day	+ 1 day	week
Staff			
Technician per hour	£21.00	n/a	n/a
Stage Manager per hour	£24.00	n/a	n/a
Stage Equipment			
Tuned Baby Grand Piano	£110	£15	£160
Additional piano tune (if required)	£85	n/a	n/a
Rostra	£5.50 per unit	£1 per unit	£10 per unit
Towels (laundry fee)	£1.10 per towel	n/a	n/a
Smoke machine inc fluid	£23	£16	£75
Haze machine inc fluid	£38	£21	£87
Sound equipment			
Mic Stands	FOC	FOC	FOC
Music Stands (max 10)	£5	£1	£15
Radio Mics (each, inc. batteries)	£30	£20	£85
Lighting equipment			
Projector	£50	£45	£150
Follow Spot	POA	POA	POA

TERMS AND CONDITIONS OF HIRE FOR THEATRES AND HALLS

1. **Interpretation**
In these terms and conditions the following words shall have the meanings hereinafter in this clause respectively assigned to them:-
"KCE" shall mean Kent College Enterprises Ltd
"Manager" shall mean the Great Hall Manager (Venue Manager) of The Great Hall or his/her authorised assistant.
"Hall/s" shall mean the whole or any part of the hall which is the subject of the contract.
"The Hirer" shall mean the person or persons, association or company making an application for hire of the hall or halls or any part thereof.
"Scale of Charges" shall mean the scale of charges approved by Kent College Enterprises Ltd from time to time.

2. **Applications for Hiring**
All applications must be made in writing on the booking application forms supplied by KCE. Applications will not be considered from persons under 21 years of age; or if made otherwise than upon the official booking application form. Premises will not be hired to organisations which seem to promote racial and/or religious discrimination or used for auction sales of the one- or two-day type. KCE reserves the right to refuse any application without stating its reason for doing so.

KENT COLLEGE CANTERBURY

3.**Charges**
Charges for hiring shall be in accordance with the scale of charges or any amendment thereof. Any application not coming within the scale of charges shall be a matter for special determination by KCE or by KCE's duly authorised officer. The hirer shall pay to KCE a deposit of 40% of the basic hire fee in accordance with the scale of charges and shall pay the balance no later than seven days after receipt of the account. In no circumstances will the deposit be refunded. The balance of the charges due shall also be payable whether the accommodation and facilities shall be used or not. The basic hiring charge includes the provision of a Duty Manager and a technician/facilities coordinator in a supervisory capacity, but the Manager reserves the right to require the provision of such additional staff as he considers necessary to comply with existing licensing regulations which must be paid for by the applicant in accordance with the scale of charges.
All staff unless otherwise requested will arrive on duty 30 minutes prior to the commencement of the function.

4. PRS levy charges against performances where live and recorded music are used. Hirers are liable for these charges within the attached tariff.

5.**Catering**
Refreshments, including the supply of Alcohol, will be provided and all other catering undertaken exclusively by KCE or our approved contractors at The Great Hall, Canterbury.

7.**Prohibition of Assignment**
The Hirer shall not assign the benefit or burden of the Contract or any part thereof or sub-let any part of the Halls.

8.**Refusal of Permission**

No occupation will be permitted, which, in the opinion of KCE, is likely to create any disturbance, cause any inconvenience to the residents in the neighbourhood, interfere with any occupiers or other hirers or in any other way appear unsuitable to take place in the school premises.

8.**Damage, Loss and Accident**
The Hirer shall pay to KCE the amount certified by the Manager as being the amount incurred by KCE in making good any damage to or loss of the building, furniture, carpets, furnishings or fittings or any article owned by KCE arising out of the hiring of the Hall. The Hirer shall indemnify KCE against all claims costs or demands in respect of personal injury and/or loss or theft of, and/or damage to property howsoever suffered or committed by any person, persons or company whatsoever which may arise out of or as a consequence of the hiring of the Hall.

9.**Radio and Television**
KCE has the sole right to make arrangements for the broadcasting or televising of any function at the accommodation hired and KCE shall be entitled to retain the whole or any payment made in respect of such broadcasting or televising.
The use of video recording equipment at any function shall be at the sole discretion of the management. Approval must be sought from management prior to video recording being made. Unlicensed broadcasting is a criminal offence under the Wireless Telegraphy Act 1949. It is also an offence to advertise an event on such a radio station knowing, or having reasonable cause to believe, that its broadcasts are unlicensed.

10.**Health and Safety**
Hirers must provide evidence that any activities taking place within KCE's venues have been 'risked assessed' and electrical equipment has been 'PAT' tested to comply with our health and Safety policies.

11.**Failure to Observe Conditions**
If the Hirer shall fail to observe or perform in any respect or secure the due observance or performance by others of the provisions of the Contract or these terms and conditions, KCE may without notice forthwith determine the Hirer's right under the Contract and effect the immediate vacation of the halls. Such determination shall not release the Hirer from the Hirer's obligations under the Contract or affect any rights or remedy of KCE; and KCE shall be entitled to monies paid by way of deposit and to sue for any balance outstanding.

12.**Right to Terminate**
KCE reserves the right to terminate the Contract and the Hiring at any time by notice to the Hirer whenever it may be of the opinion that the continued hiring would not be in the interest of the good management of the halls or on a day of national rejoicing or mourning, or in the event of the Government, KCE or other public body requiring the use of the halls for any matter of special importance (as to which the decision of KCE shall be final). In any of these cases KCE shall give to the Hirer as long a notice as possible of its intentions but shall not be liable for damages or otherwise in respect of its actions under the clause. On termination of the Agreement under this condition KCE shall return to the Hirer any monies paid by way of deposit but shall not be under any liability to the Hirer for any loss or damage they may sustain arising out of such termination.
No financial or other liability will be accepted by KCE, if for any reason beyond its control, it is found necessary to cancel any activity arising out of the hiring and in particular, but without prejudice to the generality of the foregoing by reason of:

a) structural damage making the Hall unusable, eg fire, explosion, flood etc.
b) failure of services eg gas, electricity, water drainage, ventilation etc
c) industrial or disruptive action by employees e.g. pickets, interruption of supplies as a result of industrial dispute at the premises.
d) the school using the venue for activities

13.**Right of Entry to Halls**
The Managers and other persons authorised by KCE shall at all times during the hiring have free ingress and egress to and from the hired premises and the instructions must be given by the Hirer for their admission. KCE reserves the right to refuse admission to or remove from the hall or halls any person/persons without stating any reason therefore. The Hirer shall comply with all instructions of the Manager, such instructions to be reasonable.

KENT COLLEGE CANTERBURY

14.No fly-posting or other advertising which would contravene the Town and Country Planning (Control of Advertisements) Regulations shall take place.

15.Such other conditions shall be notified to the Hirer by KCE before acceptance of the Hirer's application.

16.Hirers of all our facilities should ensure that any food businesses employed by themselves, or to whom facilities are sub-let are properly registered under the Food Safety Act 1990 and comply with food hygiene legislation. Advice on all food safety matters may be obtained, free of charge, from the Canterbury City Council's Food Safety Team who will also be able to assist with confirmation of information supplied by food businesses.

17.The use of KCE venues for gambling and for political purposes is strictly forbidden. No bills or posters may be placed on the building or external or internal walls without the prior consent of KCE. Other than the flags and emblems which are particular to scouts, guides, and similar youth organisations, no decorations, flags, or emblems are permitted without the prior consent.