

Events & Exhibition Hire

Rook Lane Chapel



Events

This rate applies to hire of the entire Ground floor Chapel area. Where appropriate promotion in our seasonal arts programme, on the Rook Lane website and via our press network and social media channels. Price includes caretaker to open and close the Chapel.

Monday - Thursday	17.30 - 23.00	£250 + vat
Friday - Saturday	17.30 - 23.00	£400 + vat
Sunday	17.30 - 22.00	£300 + vat
Saturday - Sunday (Daytime)	9.00 - 15.00	£300 + vat

Further charges apply if you require the following:

- £100 + vat - Front of house staff with bar provision
- £30 + vat - PA and Lighting:
Professional lighting rig
Basic Speakers
Amplifier
DVD player, mp3 minijack connection
- £30 + vat - Stage set up in advance of your event. 12 x 1m2 units available (Felix Design Staging)
- £20 + vat - Chairs set up in advance of your event. 160 x Audience Seating, plus 20 x other available
- £20 + vat - Piano and stool

Cafe Hire

Conferences, workshops, meetings, evening classes; small talks/ seminars. Capacity to seat up to 30.

Weekdays	9.00 - 17.00	£20 per hour. Inc VAT
Weekends	Full Day (6 hours)	£110 Inc VAT
9.00 - 17.00	Half Day (3 - 4 hours)	£75 Inc VAT
(Evening hire subject to individual requirements, please enquire)		

Exhibitions

1 day hire - Weekdays	10.00 - 16.00	£200 + vat
1 week hire	10.00 - 16.00	£600 + vat
1 Private View	18.00 - 21.00	£150 + vat

Included in hire:

- Exhibition areas include Chapel, Link & Cafe areas
- Promotion in our seasonal arts programme, on the Rook Lane website and via social media channels
- Use of the professional hanging system, guidance on how to use the equipment
- Optional Private View with staffed bar
- Artwork Sales processing as per Rook Lane sales procedure

Booking the Venue

To reserve your booking a damage deposit fee of £50.00 is necessary along with a completed and signed copy of the booking agreement form. To confirm your booking, the full hire fee is payable no later than 28 days prior to the event. After inspection of the venue the deposit is refundable up to ten days after the event. The venue manager will contact you if there is any damage to the property that may result in the deposit not being returned, this is at the discretion of the Directors.

By signing the booking form you are agreeing to the terms and conditions of hire.

Payment by bank transfer to 'Rook Lane' Account No: 63486834 Sort Code: 20-12-25. Please quote hirer(s) name and event start date on payment. Cheques made payable to Rook Lane Chapel.

Important Information

- Please note we have no sound technician on site as standard, but can recommend local and experienced companies who are familiar with the chapel
- There is no front of house provision, stewards or bar during bookings unless previously arranged with the venue manager. Certain events require front of house provision, please confirm with the venue manager
- Where a steward is not provided, the hirer must ensure that competent stewards are on duty during the whole time that the public are on the premises
- The building has a maximum 200 people occupancy limit at any one time. For ticketed events there is a maximum of 160-180 seated tickets, dependent upon total numbers
- The 'kitchen' is licensed only for use as a server only. Cooking and food preparation on the premises is prohibited. Heating equipment other than that provided may be used, by prior arrangement only
- During exhibitions the cafe area may be used for meetings and please note that evening events may need to be accommodated during the exhibition period
- Parking at the front of Rook Lane Chapel and on the driveway is prohibited, with the exception of disabled parking and access for loading and unloading
- Rook Lane is hire for venue only, decorating, organising, catering and stewarding is of the responsibility of the hirer unless otherwise arranged with the Venue Manager prior to the event
- The Hirer is responsible for the safety of attendees during their booking. Please do not use equipment unless shown or know how to do so safely
- Access to the Chapel is no earlier than 17.30 Monday to Friday due to the Offices in the building
- If you wish to provide your own alcohol, a corkage charge of £5.00 per bottle will be payable
- If additional set up times are required, this must be confirmed with the venue manager, there may be extra charges

Technical Facilities

Venue

- Clear level access via front door to performance space approx. 15m x 15m. Mezzanine office space above covers 3 sides but central performance space of approx. 8mx 8m gives full height.
- Seating available for up to 160
- There is no fixing for backdrops to rear of performance area
- Facilities for hanging artworks available to perimeter of space with limited track lighting
- House lighting is not dimmable
- Café bar with basic kitchen facilities to rear of building. Seating for approx. 30

Stage

- Stage is demountable and comprises 12 units of 1m x1m at a fixed height of approx. 400mm.
- Includes steps and option for disabled access ramp if required

Lighting

- 12 ways of 2.2kW dimming available with 12 permanently installed outlets on lighting bars to three sides of performance space
- 6 x 500W fresnels
- 2 x 500W profile zoom spots
- Lighting desk is 12/24 channel Strand with 2 presets and flash button. Timed cross fade possible

Audio

- Basic amplification and 200W speaker system installed.
- CD player
- Amplifier offers options for mic or any other auxillary input via phono inputs or stereo jack/minijack
- This system allows single input only
- Local supplier can offer handheld/lapel/headset wireless mic and option to mix up to 4 channels
- Alternative full system suppliers for more complex arrangements can be contacted via venue

AV

-
- 48" screen available in rear bar with HDMI input to enable connection of laptop
- Digital projector with freestanding tripod screen

Rook Lane Hire Booking Agreement



Name of Hirer(s): _____ Exhibition: Private View:
Chapel Hire:
Event: _____ Cafe Only Hire:

Telephone: _____ Email: _____
Website: _____

Address: _____

Post code: _____

Date(s) of Booking: _____ Event Start Time: _____

Agreed Hire Charge: £ _____ Set up time: _____
(Mon-Fri from 17.30)

I have read and agree to abide by the Terms and Conditions of Event Hire for Rook Lane Chapel (a copy of which has been supplied to me with the Booking Pack).

(If the hirer is in any doubt as to the meaning of the T&C - the Venue manager should be consulted immediately.)

I have enclosed the Equipment Hire Addendum with required items ticked.

Signed: _____ Dated: _____

A deposit of £50 must be made to reserve this booking. Full payment of the hire fee is payable no later than 28 days prior to the event date to confirm the booking.

Payment by bank transfer to 'Rook Lane' Account No: 63486834 Sort Code: 20-12-25
Please quote hirer(s) name and event start date on payment.
Cheques payable to 'Rook Lane'

Rook Lane use only
Booking form

Date received: _____

Deposit received

Full Payment due: _____

Full payment received: _____

Diary: Outlook

Equipment Hire Addendum

Name of Hirer: _____

Telephone: _____

Event: _____

Email: _____

Areas Required:

Chapel Gallery

Kitchen (Servery only)

Cafe Area

Garden

Event Equipment:

Chairs No. of chairs: _____ 160 x Audience Seating, plus 20 x other available

Stage Size required: _____ 12 x 1m2 units available (Felix Design Staging)

Basic PA & Stage Lighting Equipment Basic Speakers, Microphone, Amplifier, DVD player, and mp3 minijack connection.

Upright Piano and Stool Piano Tuning is the responsibility of the hirer

Front of House Staff & Bar

Exhibition Equipment:

J-Rail Hanging System

Stage Lighting Equipment Basic setup. Can recommend local technicians

Special Arrangements / Further Details

(If chairs and stage are required please specify layout, or discuss with the venue manager)

Rook Lane Hire

Terms And Conditions

TERMS AND CONDITIONS OF EVENT HIRE (Page 1 of 2)

RESPONSIBILITIES AND BREAKAGES

01. The hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity. This includes proper supervision of car parking arrangements so as to avoid obstruction of the highway and nearby residential parking. Any breakages or damage must be reported forthwith and made good to the satisfaction of the NVB Directors. If not done in a reasonable time the NVB Directors reserve the right to have the repairs done and re-charge the hirer any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £50.00 to the hirer.
02. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do or fail to do any thing or bring onto the premises anything, which may endanger the same, or any insurance policies relating thereto.
03. The hirer shall be responsible for compliance with the licensing conditions as displayed in the reception area of the Chapel and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Local Magistrates Court or otherwise. The Entrance Halls, Emergency Exits and Gangways must be kept clear at all times.
04. Where a steward is not provided, the hirer must ensure that competent stewards are on duty during the whole time that the public are on the premises, as specified in the Public Entertainment License. Stewards should have been specifically instructed as to their main duties in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled people. The main duties of the stewards is to ensure that safe conditions are maintained in the premises and to achieve this they should:
 - a) Be identifiable to the public by means of conspicuous clothing or marking system, which is visible under all lighting conditions.
 - b) Carry an effective hand torch in the premises where part or all of the public areas may be darkened when the public are present.
 - c) Ensure no overcrowding occurs in any part of the premises.
 - d) Keep all gangways and exits clear at all times.
 - e) Prevent standing on seats or furniture.
 - f) Be aware of any special requirements needed to ensure the safe evacuation of the people present.it is of responsibility of the hirer to familiarise themselves with fire safety procedure and exits.
05. It is the responsibility of the hirer to ensure compliance with PRS (Performing Rights Society) regulations and licensing requirements.
06. The hirer shall not exceed the maximum occupancy limits for people within the Premises as set out within the Public Entertainment Licence, as follows: Maximum Occupancy Limit = 200. Fixed Seating Capacity = 180.

RESTRICTIONS

07. The hirer is prohibited to use any part of the Chapel other than those areas as specified in the Booking Agreement, with the exception of emergency escape purposes only.
08. The sale of alcohol in the Ground Floor Gallery is prohibited.
09. Smoking in the Premises is prohibited throughout.
10. With the exception of Guide Dogs, animals are not admitted to the Chapel.
11. There must be no use or playing of any musical instrument loudspeaker tape recorder gramophone radio or other equipment or apparatus that produces a sound that may be heard in nearby premises so as to cause a nuisance to others.
12. Gaming events are prohibited in the Ground Floor Gallery. Auctions are also prohibited with the exception of Auctions specifically to raise money for charity.
13. Under no circumstances shall the building be occupied outside the approved hours of:
Monday–Saturday (excluding Bank Holidays) 8am – 12pm, and Sundays and Bank Holidays 9am – 10pm.
14. No hirer booking the facility may grant broadcast (whether sound, television, cable or satellite) rights to any third party in respect of any event to be held at the Chapel, without the prior written consent of the NVB Directors. If such consent is given, the NVB Directors reserve the right to take part in negotiations, to be party to the terms and conditions of any agreement reached and to take all or share in any income and publicity delivered there from.
15. Photographs for professional use and publication thereof must not be taken in the Hall, without the permission of the NVB Directors. The use of video recording equipment is likewise not allowed in the Hall without the permission of the NVB Directors.
16. Children must be supervised at all times whilst in any of the outdoor areas throughout the grounds.

Events & Exhibition Hire BOOKING AGREEMENT

TERMS AND CONDITIONS OF EVENT HIRE (Page 2 of 2)

CHARGES

16. a) Charges as set out (see 'Information' attached) will be adhered to, so far as possible, but the NVB Directors reserve the right to alter or amend at their discretion prior to confirmation of booking.
b) A provisional reservation may be made upon an initial payment of a £50 damage deposit at the absolute discretion of the Venue manager. A provisional reservation will continue for up to 28 days prior to the booking at which time full payment of hire charges will be required to confirm the booking. It may be cancelled (unless the reservation is confirmed) upon an alternate hirer making a confirmed reservation.
c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
d) Where Exhibition 'Community/ Arts Rates' is applied, the hirer agrees to Rook Lane retaining a commission of 25% + vat of all sales made during the period of hire. The hirer also agrees to abide by the 'Sales Procedure' in place at that time. (Details on request).
17. a) The hirer may cancel a booking at any time prior to commencement of the hire period but will forfeit all payments made. At the absolute discretion of the NVB Directors, the NVB Directors may repay all or part of the sums forfeited upon the rehiring of the facilities.
b) The NVB Directors reserve the right to cancel any booking at any time and the hirer, on receipt of a notice from NVB Architects to that effect, shall give up, without right to compensation, any or all of the accommodation booked. The deposit and any charges paid in respect thereof will be refunded to the hirer. Such cancellations will occur only in exceptional circumstances.
18. The damage deposit of £50 is refundable on completion of a satisfactory inspection of premises.
19. The NVB Directors reserve the right to refuse to let the Chapel, or any part thereof.

FACILITIES AND DECORATION

20. Parking to the front of Rook Lane Chapel and on the Driveway is prohibited, with the exception of disabled parking and service access for loading and unloading only.
21. Signposts/advertising on the outside of the building and in the grounds is permitted only with the prior agreement of the NVB Directors.
22. No cooking or heating equipment other than that provided may be used, unless by prior arrangement. The hirer agrees not to use any equipment unless they have been shown how to do so safely
23. The 'kitchen' is licensed only for use as a servery. Cooking and food preparation on the premises is prohibited.
24. Arrangements must be made with the NVB Directors before any alterations or additions are made to the existing light installations. 13 amp power points are provided.
25. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric.
26. Special care must be taken not to damage the floor surface, due to an under floor heating system being in place. The hirer shall be liable for any costs incurred in repairs made necessary to the floor surface/ heating system.
27. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement.
28. Notices must be mounted on card or hardboard supports and not affixed in any way to any part of the fabric of the Chapel. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement. (See 27.) A 'J-Rail' wall hanging system is provided for use in both the Ground Floor Gallery and Café Area, this may be used for the purposes of picture frame hanging, please see guidelines provided for weight restrictions.
29. Please follow the instructions given within the Chapel relating to specific equipment and installations. The hirer is liable for any damages caused by misuse.
30. The reception facilities of 'NVB Architects' are available to provide stewarding of the Ground Floor Gallery between the hours of 10am and 4.00pm weekdays (excluding Bank Holidays) by prior arrangement.

END OF HIRE

31. At the end of each hire, the hirer shall be responsible for making good any alterations to decoration, switching off or extinguishing all lighting, gas and electrical appliances, replacing any contents temporarily removed from their usual position, shutting all windows and doors, removal of rubbish, and generally leaving the premises and surrounds in a clean and tidy condition. The handover of the premises to the caretaker must take place at the previously agreed time in order to make final checks and set the alarm, otherwise the NVB Directors shall be at liberty to make an additional charge.

DISCLAIMER

32. Rook Lane / NVB Architects accepts no liability; a) for damage to, or loss of, any property or articles or things whatsoever, placed or left in the Chapel or any part thereof, by any organisation or any individual; b) for any liability, loss or claim to or by any third party in respect of the use of the Chapel, and the hirer indemnifies Rook Lane / NVB against all such liability.