



ROOK LANE CHAPEL

Hire Information & Booking Form



Rook Lane Chapel Bath Street Frome BA11 1DN

Hire Information & Charges

Café/Bar Hire

The space seats up to 30 people, hire includes use of the kitchen space, (no cooking in the kitchen) some crockery and tea pots, as well as glassware. The space is suitable for meetings, workshops, small children's parties, evening classes, wakes or filming.

Monday to Friday daytime:	9am to 5pm	£20 per hour
Monday to Friday evening:	5.30pm to 11pm	£25 per hour
Saturday or Sunday daytime:	9am to 5pm	£30 per hour
Saturday or Sunday evening:	5pm to 11pm	£170.00

The garden space may be used for all weekend or evening hire, no music or amplified sound outside after 8pm. A licensed bar is available by arrangement with the Venue Manager for a fee for weekend hires, corkage is chargeable if you choose to provide your own alcohol.

Event Hire

Suitable for concerts, talks, book launches, comedy evenings, record launches etc. Included in the hire fee is set up of audience seating for up to 180, stage set up, basic stage lighting, and a staffed licensed bar, if requested. Advertising on our web page and social media, and on the display board at the bottom of the drive, as well as in any publications we are advertising in at the time.

Monday to Thursday evening:	5.30pm to 11pm	£250.00
Friday evening:	5.30pm to 11pm	£300.00
Saturday or Sunday daytime:	10am to 6.30pm	£350.00
Saturday or Sunday evening:	4pm to 11pm (10pm Sundays)	£420.00
Saturday or Sunday:	10am to 11pm (10pm Sundays)	£490.00

Party Hire

Hire the whole space for your special birthday, anniversary, or family get together, children's parties (lots of space to run around, in the garden and inside, enough space for a small bouncy castle). Decorate the space, provide entertainment, hire in caterers, or bring your own. For evening hires we can provide a staffed licensed bar (cash and card taken) you can also provide welcome drinks for your guests which we will chill and serve for a corkage fee of £10.00 per bottle.

Saturday or Sunday:	10am to 11pm (10pm Sundays)	£450.00
Saturday or Sunday evening:	4pm to 11pm (10pm Sundays)	£300.00
Sunday daytime:	10am to 6.30pm	£30.00 per hour

Exhibition Hire

Hire this beautiful space to exhibit whatever you choose. We have a J-rail hanging system, and movable exhibition boards. Exhibition times are to be kept to 10am to 4pm weekdays, and 10am to 6pm weekends, and must be stewarded throughout. Advertising on our web page and social media, poster at the bottom of the drive, and in any publications we are advertising in at the time is included. You can use the kitchen space to provide refreshments for your visitors, (no cooking allowed) you can also book a private view for your opening evening, we will provide a staffed licensed bar, as well as your own drinks as a welcome for your guests which we will chill and serve for a corkage fee of £10.00 per bottle.

Monday to Friday daytime:	10am to 4pm	£220.00 per day
Saturday and Sunday:	10am to 6pm	£300.00 per day
One week hire (7 consecutive days):		£900.00
Set up per day	9am to 5pm	£100.00
Private view evening hire:	6pm to 10pm	£180.00

All prices shown inclusive of VAT.

Community and charitable event rates can be negotiated with the Venue Manager.

Hire Information & Charges

Booking the Venue

To reserve your booking, a non-refundable deposit of £50.00 is required along with a completed and signed copy of the booking agreement form. To confirm your booking, the full hire fee, plus £100 damage deposit is payable no later than 28 days prior to the event. After inspection of the venue the damage deposit is refundable, this may take up to ten days after the event. The Venue Manager will contact you if there is any damage, or other matters that may result in the deposit not being returned, this is at the discretion of the NVB 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.

Important Information

- Please note we have no sound or lighting 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.
- 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 occupancy limit of 200 people (including staff & entertainers) at any one time. For ticketed events there is a maximum of 160-180 seated tickets, dependent upon total numbers.
- The 'kitchen' is licensed for use as a servery only. Cooking and food preparation on the premises is only by prior consent of the Venue Manager and all food hygiene regulations must be followed.
- During the exhibition period please note the café area may be required for meetings, and evening events may need to be accommodated in the café or Chapel.
- 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. This must be managed by a steward during events.
- Rook Lane is a for hire venue only, decorating, organizing, setting up, ticketing, catering and stewarding is 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 you know how to do so safely.
- For exhibition and performance bookings, a copy of your public liability insurance is required and in the case of valuable exhibits/equipment a copy of valid insurance cover.
- If you wish to provide your own alcohol, a corkage charge of £10.00 per bottle will be payable. The bar will be open and staffed by Rook Lane depending on the type of event, by arrangement when booking.
- If additional set up times are required, and can be accommodated, this must be confirmed with the Venue Manager, there will be additional charges.
- It is the responsibility of the Hirer to leave the venue, the Chapel, café, kitchen & toilets, in the same condition as before the hire, including the putting away and movement of all furniture used.
- All rubbish must be removed at the end of the hire and no food waste is to be left on the premises.
- We strive to be environmentally responsible in our choice of products, practices, and companies we deal with and encourage you to consider this and recycling where possible.

Hire Information & Charges

Technical Facilities

Venue

- Clear level access via front door to the chapel space approx. 16.5m x 12m. Mezzanine office space above covers 3 sides but a central area from the back wall approx. 6.8m x 8.6m gives full height.
- Seating available for up to 180.
- There is no fixing for backdrops to the 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 x 1m at a fixed height of approx. 400mm.
- Includes steps and option for an 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 auxiliary 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 arranged via Venue Manager.
- A Yamaha P112N upright piano with adjustable stool (tuning is the responsibility of the hirer)

AV

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

Booking Agreement

Name of Hirer(s): **Email:**

Address: **Phone:**

..... **Postcode:**

Event / Booking Details:

.....

Date(s) of Booking: **Agreed Hire charge:**

Start Finish

Start Finish

Event Times: **Booking Times:**

Additional Set-up Time / Date:

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

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.

To confirm the booking, full payment of the hire fee together with £100 damage deposit is payable on receipt of invoice and no later than 28 days prior to the event date.

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:

Date Booking Received: **Date Full Payment Due:**

Deposit Invoice No: £..... **Date Deposit received:**

Full Payment Invoice No: £..... **Date Full Payment Received:**

Outlook Diary:

Details Given For Advertising:

Rook Lane Hire

Equipment Hire Addendum

Name of Hirer(s): **Email:**

Event: **Phone:**

Areas Required

- | | | | |
|------------------|--------------------------|---------------|--------------------------|
| Chapel | <input type="checkbox"/> | Bar | <input type="checkbox"/> |
| Café Area | <input type="checkbox"/> | Garden | <input type="checkbox"/> |

Event Equipment

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | Chairs No. of Chairs: | 160 x Audience Seating + 20 seats |
| <input type="checkbox"/> | Stage Size required: | 12 x 1m ² units available (Felix Design Staging) |
| <input type="checkbox"/> | Basic PA & Stage Lighting Equipment | Basic Speakers, Microphone, Amplifier, DVD Player, and MP3 minijack connection. |
| <input type="checkbox"/> | Upright Piano & Stool | Piano Tuning is the responsibility of the Hirer |
| <input type="checkbox"/> | Front of House Staff & Bar | |

Exhibition Equipment

- | | | |
|--------------------------|----------------------------|--|
| <input type="checkbox"/> | J-Rail Hanging System | |
| <input type="checkbox"/> | Stage Lighting Equipment | Basic set-up. Can recommend local technicians. |
| <input type="checkbox"/> | Moveable Exhibition Boards | Up to 20 available. |

Special Arrangements / Further Details

If chairs and stage are required, please specify layout or discuss with the Venue Manager.

Other (please specify):

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Booking Agreement

TERMS AND CONDITIONS OF 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, its care, safety from damage however slight or change of any sort, and the behavior of all persons using the premises whatever their capacity. This includes proper supervision of car parking arrangements 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 for any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £100.00 to the Hirer.
02. The Hirer shall not sub-let or use the premises for any unlawful or unlicensed purpose or in any unlawful way, nor do or fail to do anything 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 bar area of the building 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 doors, 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, including additional needs of disabled attendees. The main duties of the stewards are 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) Keep all gangways and exits clear at all times.
 - d) Prevent standing on seats or furniture.
 - e) Be aware of any special requirements needed to ensure the safe evacuation of the people present.
05. It is the responsibility of the Hirer to familiarise themselves with fire safety procedure and exits.
06. It is the responsibility of the Hirer to ensure compliance with PRS (Performing Rights Society) regulations and licensing requirements.
07. 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

08. 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.
09. The sale of alcohol in the ground floor chapel space is prohibited.
10. Smoking in the Premises is prohibited throughout.
11. With the exception of Assistance Dogs, animals are not admitted inside the Chapel without prior agreement with the Venue Manager.
12. The volume of any live or amplified music must be kept at a level under 70(dB) when checked outside the building, not louder than the sound of passing traffic. The main doors and all windows should be kept closed when loud music is playing, including the doors to the link.
13. Gaming events are prohibited in the Chapel. Auctions are also prohibited with the exception of Auctions specifically to raise money for charity.
14. Under no circumstances shall the building be occupied outside the approved hours of: Monday – Saturday (excluding Bank Holidays) 8am – 12 midnight, and Sundays and Bank Holidays 9am – 10pm; except where a licensed extension has been granted.
15. 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.
16. Children must be supervised at all times.

Booking Agreement

TERMS AND CONDITIONS OF HIRE (Page 2 of 2)

CHARGES

17. Reservations:
 - a) Charges as set out (see 'Hire charges & 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 booking fee 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 payment of the full hire charge and the £100 damage deposit will be required to confirm the booking. A provisional booking may be cancelled upon an alternate Hirer making a confirmed reservation. In these circumstances the Venue Manager will endeavour to contact the provisional Hirer to advise them of the situation.
 - c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
18. Cancellations:
 - 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.
19. The damage deposit of £100 is refundable on completion of a satisfactory inspection of premises.
20. The NVB Directors reserve the right to refuse to let the Chapel, or any part thereof.

FACILITIES AND DECORATION

21. 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, unless previously arranged with the Venue Manager.
22. Signposts/advertising on the outside of the building and in the grounds is permitted only with the prior agreement of the NVB Directors. It should not be affixed to the fabric of the building.
23. No cooking or heating equipment other than that provided may be used, unless by prior arrangement with the Venue Manager.
24. The 'kitchen' is licensed for use only as a servery. Cooking and food preparation on the premises is permitted only by agreement with the Venue Manager and undertaken by professional caterers who must adhere to all food safety regulations.
25. 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.
26. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric of the building.
27. 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.
28. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement.
29. 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 28.) 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.
30. Please follow the instructions given within the Chapel relating to specific equipment and installations. The Hirer is liable for any damages caused by misuse.
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 that they have supplied, replacing any contents/furniture 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.
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 Architects against all such liability.