

**ARMSTRONG HALL COMPLEX  
HIRING CHARGES AND CONDITIONS  
APRIL 2009**

**FOR PRIVATE HIRE AND NON-PROFIT MAKING ORGANISATIONS ONLY  
FOR COMMERCIAL HIRE ALL CHARGES ARE DOUBLE THOSE SHOWN**

**ARMSTRONG HALL – FUNCTION RATES**

(stage and dressing rooms not included)

		Charges per hour
MONDAY – THURSDAY	8.00am – 6.00pm	12.90
	6.00pm – 1.00am	15.95
FRIDAY	8.00am – 6.00pm	12.90
	6.00pm – 1.00am	18.20
SATURDAY	8.00am – 6.00pm	15.95
	6.00pm – 1.00am	19.10
SUNDAY	8.00am – 6.00pm	19.10
	6.00pm – 1.00am	23.35

**NB** Minimum booking: Monday – Thursday **THREE HOURS**  
Friday – Sunday **FOUR HOURS**  
**Stage not included – must be booked separately**

**ARMSTRONG HALL – REHEARSAL RATES**

(stage and dressing rooms included)

		Charges per hour
MONDAY – THURSDAY	8.00am – 11.00pm	11.55
FRIDAY - SATURDAY	8.00am – 11.00pm	14.70
SUNDAY	8.00am – 11.00pm	17.30

**NB** Minimum booking: Monday – Thursday **TWO HOURS**  
Friday – Sunday **THREE HOURS**  
Stage lighting hire must be booked separately through Thornbury Lighting Services.  
**No public admission**

**ARMSTRONG HALL – PREPARATION AND CLEARANCE RATES**

		Charges per hour
MONDAY – THURSDAY	8.00am – 1.00am	7.85
FRIDAY – SATURDAY	8.00am – 1.00am	9.25
SUNDAY	8.00am – 1.00am	11.00

**NB** Available for preparation before a function and clearance after a function only when in addition to minimum three or four hour function. No public admission. Stage and dressing rooms included at no charge.

**ARMSTRONG HALL - STAGE**

	Charges per hour
MONDAY – THURSDAY	4.50 + VAT
FRIDAY – SATURDAY	5.45 + VAT
SUNDAY	6.00 + VAT

**NB** Stage cannot be booked separately – only for use with hall. Stage lighting hire must be booked through Thornbury Lighting Services. Stage must be charged separately due to VAT liability.

**ARMSTRONG HALL – DRESSING ROOMS 1 AND 2**

(Both rooms booked inclusive in conjunction with use of main hall &amp; stage)

	Charges per hour
MONDAY – THURSDAY	2.30 + VAT
FRIDAY – SATURDAY	2.60 + VAT
SUNDAY	3.25 + VAT

**NB** Dressing rooms must be charged separately due to VAT liability.**ARMSTRONG HALL – DRESSING ROOMS 1 AND 2**

(Booked separately from Armstrong Hall)

	Charges per hour
MONDAY – THURSDAY    Each room	6.00
FRIDAY - SATURDAY    Each room	7.55
SUNDAY                    Each room	8.90

**NB** Minimum booking TWO HOURS.**COSSHAM HALL – FUNCTION RATE**

	Charges per hour
MONDAY – THURSDAY    8.00am – 6.00pm	7.85
6.00pm – 1.00am	8.80
FRIDAY                    8.00am – 6.00pm	10.20
6.00pm – 1.00am	13.20
SATURDAY                8.00am – 6.00pm	10.20
6.00pm – 1.00am	13.20
SUNDAY                    8.00am – 6.00pm	13.20
6.00pm – 1.00am	16.40

**NB** Minimum booking THREE HOURS.**COSSHAM HALL – PREPARATION & CLEARANCE**

	Charges per hour
MONDAY – THURSDAY    8.00am – 1.00am	6.60
FRIDAY - SATURDAY    8.00am – 1.00am	7.85
SUNDAY                    8.00am – 1.00am	9.25

**NB** Available for preparation before a function and clearance after a function on the day of the function only when in addition to minimum three-hour function booking. No public admission.**COMMITTEE ROOM**

	Charges per hour
MONDAY – THURSDAY	6.20
FRIDAY - SATURDAY	7.85
SUNDAY	8.80

**NB** Minimum booking TWO HOURS.**KITCHEN**

	Charges per hour
MONDAY – THURSDAY	4.50 + VAT
FRIDAY - SATURDAY	5.60 + VAT
SUNDAY	6.80 + VAT

**NB** Minimum booking THREE HOURS. Use of the kitchen is not included in preparation time in main halls. Use of the ovens will incur a charge of £5.00 per hour.

**OLD BAKERY ANNEXE**

		Charges per hour
MONDAY – THURSDAY	8.00am – 6.00pm	6.60
	6.00pm – 11.00pm	7.55
FRIDAY - SATURDAY	8.00am – 6.00pm	8.75
	6.00pm – 11.00pm	11.45
SUNDAY	8.00am – 6.00pm	11.45
	6.00pm – 11.00pm	14.05

**NB** Minimum booking TWO HOURS - not available after 11.00 pm.

**EXCELL ROOM** (Booked with bar as separate unit)

		Charges per hour
MONDAY – THURSDAY	8.00am – 1.00am	7.55 + VAT
FRIDAY – SATURDAY	8.00am – 6.00pm	11.35 + VAT
SUNDAY	8.00am – 1.00am	14.25 + VAT

**NB** Minimum booking THREE HOURS. Subject to £200 minimum gross bar takings, otherwise charge made for wages of steward and bar staff.

**EXCELL ROOM** (Booked without bar)

	Charges per hour
MONDAY – THURSDAY	6.60
FRIDAY - SATURDAY	8.80
SUNDAY	11.45

**NB** Minimum booking TWO HOURS. Not available after 6.00 pm on Fridays and Saturdays unless in association with use of main halls.

**EXCELL BAR/ROOM**

If the room is booked as a bar associated with a function booked in the Armstrong or Cossham Halls NO CHARGE will be made PROVIDED THAT gross bar takings reach £200.00 If this figure is not achieved the following applies-

1. the hirer will pay the actual cost of wages of the steward and bar staff
- OR
2. the difference between £200.00 and the actual bar takings, whichever is the smallest amount.

The Excell Bar must be booked on an additional form.

If a bar extension after 11.00 pm is required, a fee of £10.00 is payable. No extension beyond 12.30 am will be considered. There shall be no admission or re-admission after 10.15 pm

**The hirer shall provide door staff to ensure no admission after the above time and to ensure no admission of undesirable person or persons who are apparently the worse for drink or under the influence of drugs.**

**The hirer shall provide sufficient stewards (minimum one to every 50 persons present) to ensure orderly behaviour and to eject disruptive or undesirable persons. The hirer shall remove any person or persons from the premises immediately when asked to do so by the Hall Manager or any members of her staff.**

If any of the above conditions are not complied with the Hall Manager or his staff may immediately close the bar or terminate the function.

If the room is used in conjunction with the kitchen for serving non-alcoholic drinks etc the hiring charge will apply.

### OTHER SERVICES AND CHARGES

Cinematograph screen	23.80 + VAT
TV & Video	7.55 + VAT
Overhead Projector	3.75 + VAT
Flipchart	3.75 + VAT
Crockery (up to 50)	4.00 + VAT
Crockery (over 50)	6.60 + VAT
Urn	3.25 + VAT
Kettle	1.25 + VAT
Breakages of china etc per item	2.30 + VAT
Washing up of crockery	5.85 + VAT
Disposable Cups (there will be a charge for lost cup holders)	.10 + VAT
Excess Cleaning Charge	28.85
All other items or damage to the building	At cost
Stage blocks	POA
Public address equipment	No charge

A piano is available in both The Armstrong and Cossham Hall at no charge to the hirer. Pianos are tuned annually, if however, the piano is moved from the stage and is required for use by the hirer they are subsequently responsible for the cost of tuning.

Any breakage or damage must be immediately reported to the Hall Supervisor or a member of his caretaking staff. Any breakage or damage discovered after a function will be deemed to have occurred during the function unless the hirer proves otherwise to the satisfaction of the Hall Manager.

**RAISED SEATING** – for use in association with any performance may be hired, at a cost of £1.05 per seat per day inclusive of VAT, for two or more days. For a one-day hire there will be an additional handling charge of £50.00. If raised seating is used the maximum capacity for the hall is 132 raised and 170 flat seats.

### DEPOSITS

Deposits are required at the time of booking as follows:-

1. Commercial events 100% of basic room hire.
2. First-time hirers for one-off events 100% of basic room hire.
3. Private parties discos etc. 100% of basic room hire AND AN additional returnable cash deposit of between £50.00 and £100.00 depending on the type of function will be required. This deposit will be returned in full provided that no damage, vandalism etc. has occurred to the complex in the course of the event.
4. For all other events the Hall Manager may require a deposit of up to 100% without need to specify reasons.
5. Balance payable within 7 days of receipt of invoice.

### STAGE LIGHTING

All stage lighting within the complex is owned and operated by Thornbury Lighting Services. T.L.S. is a non-profit based consortium comprising the Armstrong Hall Management Committee, Thornbury Musical & Theatre Group and Thornbury Amateur Dramatic Society which has pooled all lighting resources and through volunteer labour maintains, improves and operates the lighting of all events. Stage lighting must be booked on a separate form and you will be invoiced separately by T.L.S. for stage lighting actually used.

### BAR FACILITIES

A selection of wines, etc. for consumption at functions may be ordered through the bar with 7 days notice being required. For details of prices etc. contact the Booking Office. Wine for self-service at off sales prices will normally only be supplied when a bar is not being operated and any exceptions will be at the discretion of The Hall Manager.

**IMPORTANT NOTE** - ALCOHOLIC BEVERAGES MUST NOT BE BROUGHT ONTO THE PREMISES WITHOUT THE CONSENT OF THE HALL MANAGER.

**If such consent is granted then CORKAGE CHARGES WILL BE APPLIED.**

CHARGES - Wine etc. brought onto the premises with the consent of the Hall Manager will be charged at 50% of total purchase costs plus VAT. If receipts are not provided the charge will be calculated on an estimate of the purchase cost.

## **BOOKINGS**

Bookings must be made in writing on the appropriate form. Provisional bookings and telephone bookings must be confirmed by returning the completed application form to the office within 7 days. If no form is received within this period the booking will be deemed to have been cancelled. Once a booking has been accepted a photocopy of the complete application form will be issued as confirmation of the booking. Any subsequent changes of requirements by the hirer **MUST BE NOTIFIED IN WRITING NOT LESS THAN SEVEN DAYS PRIOR TO THE EVENT**. Any changes sought after this minimum seven days notice will be subject to an administration fee.

The Hall Management Committee acting through the Hall Manager reserves the right to refuse/to accept any booking, to cancel any booking or to impose special conditions in respect of any booking without specification of reasons.

### **Cancellations:**

Any cancellation of bookings must be made in writing and the appropriate notice must be given as follows:-

Single booking	21 days
One of a series of bookings	28 days
A series of bookings	1 calendar months

A series of bookings shall be defined as three or more dates booked at the same time by the same hirer.

**FAILURE TO GIVE THE APPROPRIATE WRITTEN NOTICE WILL INCUR THE BASIC CHARGE FOR THE FACILITY BOOKED.**

## **FURNITURE LAYOUT**

**Hirers should advise the Hall Supervisor (Tel: 01454 412060) of their requirements regarding furniture layout and equipment not less than 14 days prior to the function.**

**Failure to do so may result in certain items being unavailable or the furniture not being laid out in a manner which the hirer would have wished.**

## **LICENCE & GAMING CONDITIONS**

The premises are licensed as below and hirers must comply with the terms and conditions of these at all times:

Cinematograph (Including Sunday)  
Public Entertainment (Including Sunday)  
Theatre (until 11.00pm)

Full justices 'ON' Licence – normal licensing hours

Gambling and the playing of games of chance on the premises are strictly prohibited. Bingo may be played in the Cossham Hall only with the consent of the Hall Manager.

## **SPECIAL CONDITIONS FOR DISCOTHEQUES, 18<sup>TH</sup> BIRTHDAY PARTIES AND ANY FUNCTIONS FOR UNDER 18 AGE GROUP**

The following special conditions will apply for parties, discotheques etc. when a significant number of those persons present are likely to be in the under-18 age group:-

1. No licensed bar will be permitted
2. Admission shall be by ticket only
3. No tickets shall be sold at the door except with the prior written approval of the Hall Manager who may specify times to which tickets may be sold
4. There shall be no admission or re-admission after 9.00pm
5. The function must close not later than 10.30pm
6. Adequate stewards (minimum one to every 25 persons present) must be provided by the hirer and shall be on duty at all times to ensure orderly behaviour and to eject or refuse admittance to disruptive or undesirable persons
7. The hirer shall make every endeavour to ensure that no alcoholic drink is consumed in or within the curtilage of the premises
8. The decision of the Hall Manager as to whether a function is one to which these special conditions apply shall be final
9. If under-age drinking is found or suspected, caretaking staff may terminate the function without warning in which case there will be no refund of hiring charges.

### **SPECIAL CONDITIONS FOR 21<sup>ST</sup> BIRTHDAY PARTIES ETC.**

The following special conditions will apply for all functions involving use of bar facilities when a significant number of those persons present are or are likely to be under the age of 21 years:-

1. No extension of normal licensing hours will be permitted
2. Admission shall be by ticket or invitation only
3. There will be no admission or re-admission after 10.15pm
4. The function must close not later than 12 midnight
5. Adequate stewards must be provided by the hirer (minimum one to every 50 persons present) to ensure no disorderly behaviour
6. The hirer shall remove any person or persons from the premises immediately when asked to do so by the Hall Manager or any member of his staff
7. If any of the above conditions are not complied with the Hall Manager or his staff may immediately close the bar or terminate the function
8. The decision of the Hall Manager as to whether a function is one to which these special conditions apply shall be final

### **ADVERTISING PLACARDS**

No signs whatever may be placed on, against or near 4 Chapel Street except the Museum's own advertising material. No signs or notices may be placed without the written permission of the Hall Manager on or near the hall in advance of the event which they advertise except on the noticeboards provided. On the day of the event ONLY, not more than 3 signs of reasonable size may be placed in the forecourt area.

### **OCCUPIER'S LIABILITY ACTS 1957 AND 1984**

All persons entering the Armstrong Hall Complex do so at their own risk and the Management Committee accepts no liability for any loss, damage or injury to them or their property arising from the entry upon or use of the premises, or use of any of the equipment provided in the premises. Hirers bringing valuables of any kind onto the premises are advised to ensure that they are adequately insured against all risks

### **CATERERS**

If professional caterers are engaged for a function, prior approval of the Hall Manager must be obtained.

### **FIRE PRECAUTIONS AND PROCEDURES**

It is the HIRER'S RESPONSIBILITY to be aware of procedures in case of fire, the location of alarm points, fire extinguishers, etc and evacuation procedures. THE HIRER is responsible for EVACUATION of rooms in use by them in case of fire alarm. Hall staff if on duty, will assist but hirers should appoint responsible persons to act as stewards/fire officers. Full details of procedures are displayed in the complex and copies are available from the booking office.

### **STEWARDING**

It is the HIRER'S RESPONSIBILITY to steward their own events and to prevent access to the building by undesirable/unauthorised persons. Hall staff will assist but are not always on duty throughout functions. The HIRER will be held RESPONSIBLE for any DAMAGE CAUSED by unauthorised access.

### **ACCEPTANCE OF HIRING CONDITIONS & CHARGES**

Completion of a hiring application form shall be deemed to confirm that the hirer accepts and agrees the hiring conditions detailed above and shall be legally bound by them. The Management Committee reserves the right to vary hiring charges at any time without notice. Charges applied to hirers will be those current at the time of the function rather than the time of the booking.

**BOOKING ENQUIRIES:**

TOWN HALL, HIGH STREET  
THORNBURY  
BRISTOL BS35 2AR

Tel: (01454) 412103  
Fax: (01454) 281638

**HALL SUPERVISOR:**

ARMSTRONG HALL  
CHAPEL STREET  
THORNBURY  
BRISTOL BS35 2BJ  
Tel: (01454) 412060

**HALL MANAGER AND LICENSEE:**

TOWN HALL, HIGH STREET  
THORNBURY  
BRISTOL BS35 2AR  
Tel: (01454) 412103

HALL MANAGER:  
HALL SUPERVISOR:  
BOOKINGS AND ACCOUNTS:  
STEWARD:  
ASSISTANT CARETAKERS:

Judith PAYNE  
Ron CLUTTERBUCK  
Sue HORSFALL  
Tony WRIDE  
Brian HALEY  
Kieran WARREN