**Venue hire booking form**

**About the Hirer**

|  |  |
| --- | --- |
| Name |  |
| Company name and registration no. (if applicable) |  |
| Address |  |
| Invoice address  (if different) |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| What will you be using our space for? |  |

**About the booking/s**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/s | Start time | End time | Hours required | No. of attendees |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total hours required | | |  |  |
| Total attendees | | | |  |

|  |  |
| --- | --- |
| Do you wish to make a regular booking? If so, please attach or provide further details and we will contact you: |  |

|  |  |
| --- | --- |
| Who will be our principal contact/s on the day? | |
| Name |  |
| Mobile number |  |

|  |  |
| --- | --- |
| Who will be the Responsible Person for Health and Safety purposes on the day? |  |
| Mobile number |  |

**Charges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Space | Time | Standard charge | Associate artists | Studio holders & co-workers |
| Gallery | Hourly rate | £20 | £15 | £10 |
|  | Half day rate  (4 hours) | £80 | £60 | £40 |
|  | Full day rate  (10 hours) | £160 | £120 | £80 |
|  | Weekly rate | £700 | £525 | £350 |
|  | Monthly rate | £2500 | £1875 | £1250 |
| Breakout space | Hourly rate | £10 | £10 |  |

Individuals wishing to hire desk space on an ongoing and regular basis should consider becoming a co-worker. Co-working costs just £45 per month. Applicants need to complete an application form and take part in an induction with the studio manager.

**Payment**

Once a booking form has been received, an invoice will be sent out by email. Payment can be made by bank transfer, cheque, or debit/credit card. Cheques should be made payable to **Haarlem Artspace CIC**. Bank transfers should be sent to Haarlem Artspace, sort-code 08-92-99 account, number 65832967. Invoices will provide a link to make payment by debit/credit card although this is our least preferred option since we incur a merchant service fee.

**About Refreshments**

We have a kitchen that you are welcome to use as part of your booking. It contains a fridge, kettle, sink, oven and microwave. We have mugs, glasses, tea pots and a small cafetiere. We also have a tea urn for larger parties which you can use if you let us know you would like to use it in advance.

You are welcome to help yourself to tea, instant coffee and water as part of your hire, but please do bring your own milk, fresh coffee and herbal teas. You can also bring in your other refreshments. We just ask that you leave the kitchen tidy at the end of the hire period.

**Confirmation and acceptance**

I confirm that the details given above are correct to the best of my knowledge. I have had brought to my attention the terms and conditions relating to this booking below, and I agree to be bound by them. I understand that my booking will be accepted once Haarlem Artspace receives a signed and completed booking form, with payment.

Signature of hirer: .……………………………………………………………………………

Name of hirer: ……………………… Date: ………………………………………………

Please email this completed booking form to [bev@haarlemartspace.co.uk](mailto:bev@haarlemartspace.co.uk) when you are ready to proceed with your booking.

Haarlem Artspace, Derby Rd, Wirksworth, DE4 4BG CIC number 10598441, registered in England and Wales www.haarlemartspace.co.uk studios@haarlemartspace.co.uk @haarlemartspace

**Terms and conditions of hire**

Bookings are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

1. All bookings must be made in writing using the booking form. Verbal bookings will be classed as provisional until a completed booking form is received. Any variation to a booking must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date/s may be released.
3. Upon receipt of the booking form, we will send the Hirer an invoice, or in the case of a regular hire arrangement, a monthly invoice. The invoice must be paid within the terms specified on the invoice, or at least 14 days before the event is to take place, whichever is the sooner.

Charges

1. The Hirer will be held responsible for any loss or damages incurred as a result of their booking. The Hirer shall pay to Haarlem Artspace the amount required to make good or remedy any such damage on demand.
2. 100% of the booking fee will be payable on confirmation of the booking, unless;

* the booking comes to more than £500. In this instance, we may be willing to come to an arrangement over staged payments; OR
* a regular monthly booking is being made. In this instance, a monthly invoice will be issued in advance of each month’s booking.

All bookings must be paid for in full at least 14 days in advance of the booking taking place. Dates may be released if payment is not received within this time frame.

1. Major variations to the booking such as date change will attract a £10 administration fee. This fee may be waived for those making regular monthly bookings at the discretion of Haarlem’s Directors.
2. Notice of cancellation of a booking will become effective on the date received by Haarlem Artspace.
3. 3 months’ notice, or pay in lieu of notice, is required to end a regular booking agreement in its entirety. Notice and cancellation charges for all other bookings will be applied as detailed below:

Notice Period Cancellation Charge

More than 28 days No charge

28 to 14 days 50% of the total cost will be charged

14 days or less 100% of the total cost will be charged

1. Haarlem Artspace reserves the right to cancel a booking if circumstances beyond our control mean that the booking cannot go ahead. Haarlem Artspace will refund any monies paid in advance. Haarlem Artspace does not accept any liability for losses incurred due to the cancellation of an event.

Catering

1. Tea, coffee and water is provided as part of the booking for no extra cost. Please bring your own milk.
2. Haarlem Artspace accepts no liability for food and refreshments provided by the Hirer.

Facilities

1. Equipment may be brought into Haarlem Artspace by the Hirer provided a valid Portable Appliance Test Certificate is in force.
2. Haarlem Mill is grade 2\* listed. Because of its heritage status, nothing is to be stuck, nailed, screwed, stapled or fixed in any way to any of the original mill walls or doors under any circumstances, including during exhibitions.
3. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to any of the other walls, doors or furniture without prior written permission.

Health and Safety

1. The maximum capacity for our **gallery** is 60 standing. 30 people can be seated comfortably theatre style and 20 around a table/s.
2. Fire exits and extinguishers are to be kept clear and visible at all times.
3. No smoking is permitted anywhere within the premises.
4. The Hirer will be the responsible person for all Health and Safety matters relating to their booking of Haarlem Artspace. The Hirer can delegate this responsibility to another person, if this is confirmed in writing to Haarlem Artspace. The responsible person must be present at the booking to deal with any Health and Safety matters that may occur.
5. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
6. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures, including the location of the fire exits.
7. The Hirer is responsible for the conduct and behaviour of all people attending their events. Haarlem Artspace reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour of the Hirer or those attending their event is deemed to be unacceptable.
8. The Hirer must maintain an insurance policy against any loss, liability, claim or proceeding incurred by or which may be brought against Haarlem Artspace or themselves in respect of any injury or damage whatsoever to any person or property, arising out of the use and occupation of the property for the sum of £1,000,000 (one million pounds) for Public Liability and for the sum of £5,000,000 (five million pounds) for Employer’s Liability (where applicable) per any one claim, the number of claims being unlimited.

Opening and closing

1. Haarlem Artspace will be opened and closed by a member of Haarlem staff or a studio holder. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.

Contact numbers for Haarlem staff are as follows:

Olivia Punnett: 07496 377872

Geoff Litherland: 07890 741522

Bev Shephard: 07803 711421

Security

1. Haarlem Artspace accepts no responsibility for the property of persons attending or organising an event. Any property brought on to the premises is done so entirely at the owner’s risk.

End of Hire

1. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise Haarlem Artspace will be at liberty to make an additional charge.
2. Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this may result in additional hire charges.

Disclaimer

1. Every effort has been made to ensure the accuracy of all information provided. Haarlem Artspace does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

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