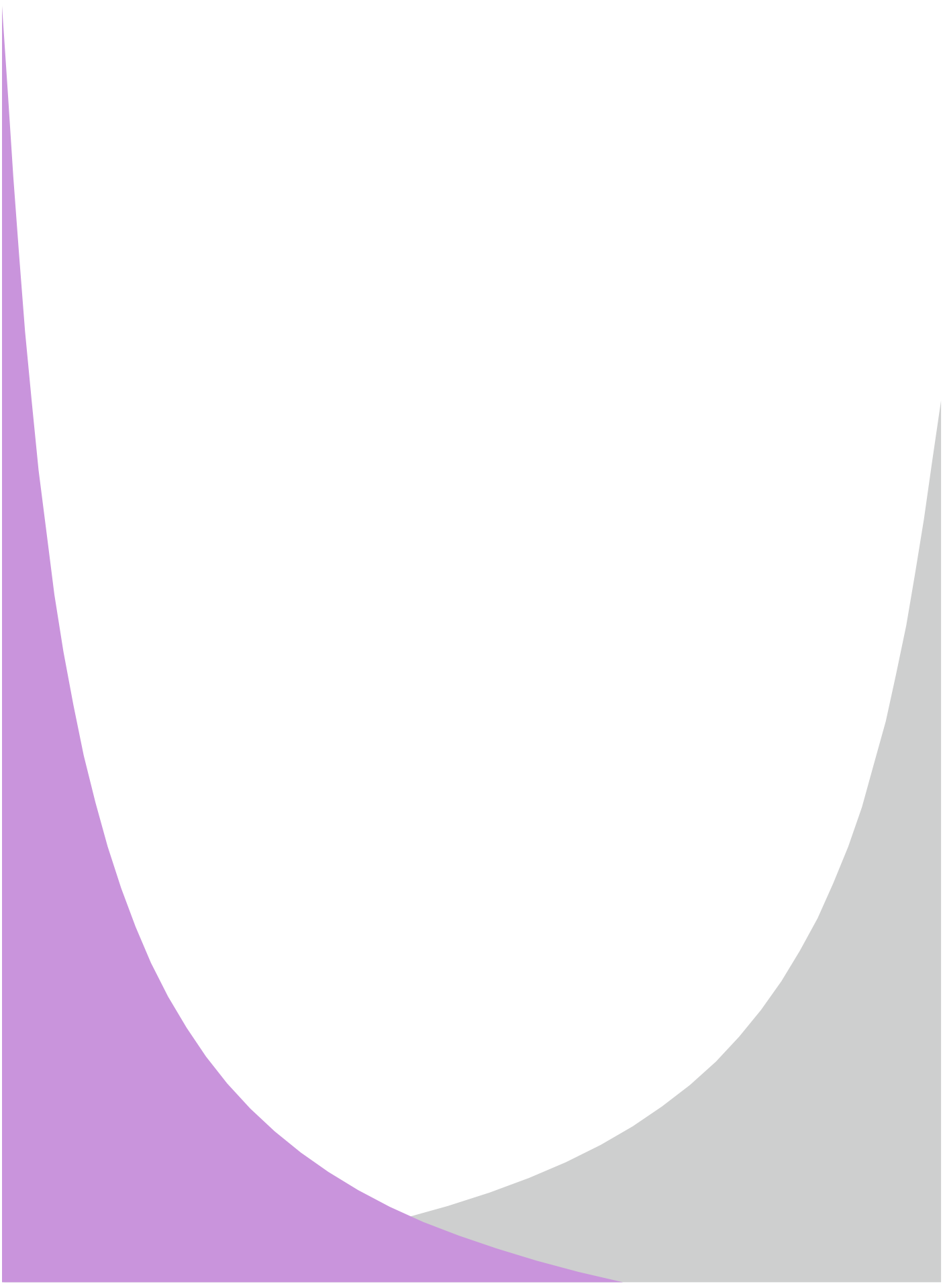
KING GEORGE'S HALL

Private Event Hire

Terms and Conditions

Weddings
Birthdays
Conferences
Proms
Banquet Dinners
Awards Ceremonies

BLACKBURN with DARWEN BOROUGH COUNCIL



King George's Hall Booking Form

Suite for Hire: _____

Hirer Information

Name:			
Contact address:			
Contact number:			
Email:			
BwDBC Recharge code:		**BwDBC Order number:**	

Dates required:	
Pre-event access time:	
Event Start time:	
Event finish:	
Type of event:	
Numbers attending:	

Catering Requirements

Catering required: Yes ☐ No ☐

Details:

Room Requirements

Technical Requirements:	
Room layout:	
Any additional requirements:	

I Having read King George's Hall's Terms and Conditions of Hire hereby attached. /we clearly understand these and undertake to conform to them once the application for Hire is granted.

Hirer Signature:_____

Date:_____

On Behalf of
KGH Signature:_____

Date:_____

King George's Hall Private Hire Terms and Conditions.

Provisional Bookings

* Provisional bookings will be held for 21 days. After this time provisional bookings may be released without notification. If another potential Hirer challenges your provisional booking date you will be given 72 hours' notice to either confirm or pay your deposit or choose another date.
* A quote for hire will be sent to you at the time you make the provisional booking.. The quote will include Room Hire plus Catering, Technical, Fire Stewards, Security and any other service that your event may require.

Confirmation

* Bookings are not confirmed until your Event Co-Ordinator is in receipt of your signed booking form, including the Terms and Conditions document plus the agreed deposit.
* A verbal contract will not be substantiated as a booking.
* A refundable bond of maximum £500 will be required for some private hires.

Payment

* Payment of the deposit is required within 21 days of booking confirmation. If payment is not received, King George's Hall reserves the right to cancel the booking.
* All deposits are non-refundable and are for room hire only, unless otherwise stated in the booking form.

Payment Terms

* Payment of invoices will be due 21 days from the date stated on the invoice.
* VAT will not be charged on Room Hire within King George's Hall, but will be charged on Catering, Technical, Fire Stewards, Security and any other related services provided by the building.

Cancellation

* If the Hirer cancels an event at King George's Hall after written confirmation (including a signed terms and conditions agreement) the following cancellation charges will apply:
    * > Deposits paid to King George's Hall are non-returnable under any circumstances.
    * > Less than 10 weeks before the event – a charge of 50% of the deposit will be charged PLUS any additional costs that KGH might have already incurred in preparation for your event.

Box Office

* Events which require use of King George's Hall's Box Office systems will incur a charge as agreed with the Event Co-Ordinator. A priced ticketed event will be subject to a commission charge of the Net Box Office takings. A free ticketed event will incur a flat fee charge to cover the cost of ticket stock and print.
* A Performance Return will be supplied at close of business showing a breakdown of ticket sales. The Box Office commission is based on total sales, irrespective of the seller.
* All tickets are sold on a non-refundable and non-exchange basis.
* A service charge will apply to all bookings made with credit and debit cards. In addition, an administration fee will be charged to any telephone booking. Please note; bookings via Ticketmaster are subject to Ticketmaster's booking fees and charges.

Insurance & Liability

* The hirer is to have in force throughout the Period of the Hiring a policy of insurance effected with a reputable insurance company covering the Hirer against third party risks for a sum not less than £5,000,000 and will produce to the Council not later than 5 days prior to or any time during the Period of the hiring evidence of such policy.

* The hirer will sign a form of indemnity to indemnify the Council against all liabilities of copyright infringement prior and during the commencement of the period of hire.
* The Hirer indemnifies KGH and their staff against all actions, claims and demands, costs, losses charges, damages and expenses arising by reason of accident, injury or damage to any persons or property connected to the event.

Fire Stewards

* In order to comply with our Fire Certificate we are legally required to staff fire access routes at events held within the building. The number required will be based on the expected attendance, and will be not be included within the Room Hire charge.

Security

* Depending on the nature of the event, The Management reserves the right to impose a SIA Badged Security presence. Our security partner is Showsec. The number required will be based on the expected attendance, and will not be included within the Room Hire charge.
* Barriers can be hired for your event when necessary and must be arranged with your Events Co-Ordinator. Additional fee will be charged.

Technical

* Hiring KGH for your event does not include additional hours that need to be worked by our technicians to run your event. The current fee is £18.50 per man, per hour and will be billed on top of the hall hire.
* Depending on the complexity of your lighting design, there may need to be additional lighting or rigging days prior to your event day. These will be charged at £18.50 per man, per hour and will be billed on top of the hall hire.
* Once your event is confirmed and deposit has been paid you must discuss all technical operations with our Technical & Operations Manager. All specifications for your event must be confirmed direct with the Technical & Operations Manager at least 7 days prior. If you wish to make changes after this point, you as the hirer understand that it may not be possible or feasible and may incur a further charge.
* The Hirer is responsible for any damage to KGH's equipment that is done purposefully or accidentally during an event. Any damage to the building or it's equipment will be charged for at cost price, in full.
* Our Technical & Operations Manager holds a current National Rigging Certificate – Level 2.

Building Access

* Access to the building for your events must be liaised in advance with your Events Co-Ordinator. You cannot turn up to the building without prior arrangement to load-in any equipment. Any equipment that is arranged to be left in the building is done so at the Hirer's own risk – KGH will not be held responsible for any loss or damage.
* Goods lift access to Concert Hall and Windsor Suite situated in yard adjacent to building is – Height: 9', Width 8', S.W.L. 3.7 tons, Depth 7'6".
* King George's Hall does not have facilities to store your event equipment after your event has finished. We will endeavour to assist with this but it must not be assumed that we will do so. All storage capabilities must be agreed with your Event Co-Ordinator in advance – on the day requests will not be agreed under any circumstances. At no point does KGH accept responsibility for Hirer's equipment that is in the building.

Promotional Services

* We will display posters / leaflets that you provide in and around KGH's building – including Box Office and Reception – free of charge. If you require our design and print services there will an additional charge.

* We will list your event on our website and social media channels free of charge.
* We have an extensive list of media contacts including Radio, Newspaper and Magazine coverage. We can place advertisements on your behalf but there will be an additional charge.
* You must not fix any signage, posters or similar to walls, doors glazing etc. without agreeing it with your Event Co-Ordinator in advance.
* Any damage cause by fixing unauthorised signage, et al. will be charged for.

Catering

* All catering requirements, including menus must be confirmed with your Event Co-Ordinator at least 7 working days prior to the event.
* A minimum attendance catering figure must be supplied at least 7 days prior to the event. If the actual attendance falls below this number, KGH reserve the right to charge for the agreed number if necessary.
* Any special dietary requirements must be confirmed with your Event Co-Ordinator at least 72 hours in advance of the event.
* Any special orders must be paid for in full regardless of actual use.
* The Hirer is not able to provide their own catering for an event unless previously agreed with the Event Co-Ordinator. This includes alcoholic and soft drink beverages.
* On the occasion that the Hirer is providing beverages for consumption on the premises during the event, the Hirer understand that there will be Corkage Fees provided by the Event Co-Ordinator and charged in addition to the Hall Hire. Plastic containers must be used when specified to comply with licensing laws.
* Loss / breakage of any and all externally hired catering equipment and supplies will be charged for.
* If external catering requires use of calor gas bottles please note that only one bottles will be allowed in the building at any one time and there will be an additional charge.

Smoking

* King George's Hall complies with the national smoking policy as set out on 1st July 2007. There are designated outside areas where smoking is permitted.

Fire Regulations

* The Hirer must adhere to King George's Hall's Fire Regulations at all times. Copies of the fire evacuation procedure are available from your Event Co-Ordinator who will be pleased to explain it to you in detail.

Room Capacity

* Each Suite within King George's Hall has a room capacity which must not be exceeded for Health and Safety reasons, Fire Regulations and Licensing Laws. Your Event Co-Ordinator will tell you exactly what the capacity of your room is and King George's Hall reserves the right to refuse entry to those people who disregard this.

Customers with Disabilities

* King George's Hall welcomes customers with disabilities. If you use a wheelchair it is essential that the Box Office is notified at the time of booking for fire and licensing regulations.
* If your event is to be held in the Concert Hall please note that Fire Authorities advise that all wheelchair patrons remain in their seats throughout the performance/event; and wheelchair spaces are situated on the Main Floor only.
* KGH operates a free ticket for every wheelchair carer attending. Maximum one per wheelchair, full price ticket must be purchased. We have recently installed a new disabled lift from our Reception area to The Windsor Suite. As such, all areas of King George's Hall have disabled access.

KING GEORGE'S HALL

King George's Hall
Northgate
Blackburn
BB2 1AA

Contact us:

Reception Desk - 01254 582579
Fax - 01254 667277
Email - events@kinggeorgeshall.com

The Concert Hall

The Windsor Suite

Blakey's Café Bar

Northgate Conference Suite

The team at King George's Hall take your business very seriously and we have a growing reputation for hosting successful events, conferences, training and seminars.

We believe detail and quality is the way forward, therefore one of the team will be on hand to plan your event from start to finish.

We have at your disposal experienced technicians and a bank of audiovisual equipment. These specialists can enhance your conference and make it unique. Nothing is too small and large numbers can be easily catered for.

Various food options are catered for; these range from morning coffee, buffet and banquets. All dietary requirements can be provided including vegetarian, Halal options, and other requests.
Alternatively Blakey's Cafe Bar offers informal eating and drinking with a comprehensive menu serving contemporary and traditional meals.

Our reputation for excellence in events combined with a venue with history and heritage guarantees you a unique yet familiar venue at the heart of one of Lancashire's traditional towns.