

Bedwas Workmen's Hall Hire

Old Newport Road, Bedwas, Caerphilly, CF83 8BJ

Email venuehire@bwhi.org.uk

Registered Charity No: 1006294

Company limited by Guarantee: 10098716



Application for hire of premises

Name/Organisation:	
Full Address:	
Email Address:	
Telephone:	
Name of Event:	
Nature of Event:	
Date(s) required:	
Time access required:	
Please note it is the hirer's responsibility to set up chairs and/or tables if required	
Set up by BWHI staff	£25 YES / NO
Doors open to public:	
Event start time:	
Main artist on stage:	
Event ends:	
Access ends:	
Number of attendees expected:	
Private/Public event:	
Facilities Required (please tick):	Sound Desk YES / NO Stage Lighting YES / NO Microphones YES / NO Dressing Rooms YES / NO
Please note there is a charge of £10 per dressing room –please indicate number required	

After Event Clean Up Required YES / NO

The Hall is in constant use and must be promptly returned to the proper original condition to be made available for the next hirer at the end of each event. A charge of **£100** is therefore automatically added to your invoice for the hall to be cleaned up after your event. Alternatively, if you wish to undertake the clean-up yourself ensuring that the space is cleaned and all objects used are returned to their original location then the £100 is waived.

Payment Options

A £50 deposit is required for every booking upon submission of the Booking Form and full payment **10 days before the event**. If the event is cancelled within four weeks prior to the date of hire, the deposit is non-refundable. A £150 compulsory bond is required for all hirers

Cheques are to be made payable to **Bedwas Workman's Hall** or bank transfer to
Sort Code: 20-10-26 Account Number: 40158887.

Please complete, return ASAP and retain a copy of the Terms and Conditions for your own reference. Your booking is not valid until you have returned the Booking Form to the Booking Officer. Your electronic signature will be accepted as an agreement to the Terms and Conditions of hire.

NB: If you are booking a number of consecutive performances, it is your responsibility to clean the auditorium and check seating between shows.

I confirm that I have read the Terms and Conditions of hire and agree to them.

Signed

Dated:

**** PLEASE NOTE FULL PAYMENT IS REQUIRED NO LATER THAN 10 DAYS BEFORE THE EVENT****

THEATRE HALL

£30 per hour

Theatre Seating including balcony – Max 400 seats
Cabaret Seating (round tables and chairs) – Max 150 seats
Open Plan (no chairs or tables) – Max 250

We can provide additional items, including tablecloths, to ensure the success of your event. Please ask for information.

You are responsible for the security of your party and checking guests are not bringing in contraband goods.

We would recommend SIA qualified security guards and are able to suggest suitable providers.

