

National Centre for Early Music
BOOKING FORM – CORPORATE FUNCTION



Contact Name(s).....

Organisation

Address

..... Post Code

Tel: No Mobile.....

E-mail

Date of Hire Expected number of guests.....

How did you hear about us?

Planned Event Timings (feel free to give estimates or to leave blank if you're not sure)	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>
	Preparation		
	Guest Arrival		
	Bar Open		
	Food Served		
	Entertainment		
	Event Close		
	Clear Up		

Additional equipment/services required (additional charges may apply – all prices + VAT):

Staging LCD projector (£100 + VAT) Projection screen

Laptop Microphones (£35 + VAT)

CD player/PA system (only suitable for playing background music or a sound track for performance)

DVD/Blu-ray player Flipchart (£5 + VAT) Photocopying (10p + VAT per sheet)

Piano (£100 + VAT) Chamber Organ (£100 + VAT) Harpsichord (£100 + VAT)

NCEM Bar (minimum spend applies, see Terms)

Details of accessibility requirements

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Charges

Venue Hire Charge:

Any additional charges:

To secure your booking, please enclose a deposit of 50% of the venue hire fee + VAT (cheque made payable to York Early Music Enterprises Ltd) with this form and return it to The National Centre for Early Music, St Margaret’s Church, Walmgate, York, YO1 9TL.

Deposit payments can also be made by bank transfer – we will issue an invoice containing our bank details.

An invoice for the remaining hire fee, plus VAT, will be sent to you in good time to be paid no later than 3 months prior to your event.

I confirm that I have read the National Centre for Early Music’s conditions of hire information attached to this booking form.

Signed..... Date

TERMS AND CONDITIONS OF HIRE

1. General Information

The National Centre for Early Music (NCEM) is managed by an educational charity – the York Early Music Foundation and is made available to hire for events, functions and activities that are congruent with the atmosphere, ethos and ethics of the building and the organisation.

The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The National Centre for Early Music reserves the right to advise any media organisations of this event unless a written objection is received from the Organiser when booking. Acceptance of a booking at the National Centre for Early Music implies acceptance of these conditions.

The NCEM reserves the right to turn down bookings.

The NCEM will be available from 9.00am on your event day for preparations. Our staff may also be working during this time to configure the room.

It is a license condition that the bar closes and that music/entertainment stops at 11.00pm (10.30pm on a Sunday) and that the venue is cleared and tidied by midnight.

2. Payments

2.1 We request a deposit of £100.00 + VAT on confirmation of your booking.

2.2 The final invoice, which is also subject to VAT, is payable within 30 days of the event taking place.

2.3 Payments can be made by cheque or by bank transfer. Please make cheques payable to York Early Music Enterprises Ltd. Bank details can be found on invoices.

3. Cancellation by Hirer

The National Centre for Early Music will make a charge if the event is cancelled by the hirer:

Cancellation within 90 days or less – payment in full

Cancellation greater than 90 days – loss of deposit

4. Non-availability of the NCEM

If for any reason beyond our control the NCEM is not able to be used on the date booked, the NCEM will refund the deposit and any other money paid to it by the hirer but shall have no further or additional liability to the hirer whatsoever including any losses, costs and expenses incurred by the hirer.

5. Cancellation insurance

The Hirer is advised to make arrangements for a suitable insurance policy to cover any losses as referred to in point 4 above. This recommendation is designed to protect the hirer against any unforeseen circumstances.

6. Bar Facilities

The National Centre for Early Music is a fully licensed venue. We ask that you use our beverage catering services for your alcoholic and non-alcoholic drink requirements (with exception of drinks packages provided through our dedicated caterer Bradshaw's).

Where a 'pay bar' is required, this will be provided by the NCEM. The NCEM 'pay bar' serves a selection of wine, bottled ales, bottled lager, bottled cider, spirits and soft drinks. It is possible for us to arrange draught ale but we cannot offer a draught lager facility. Any special requirements for the bar must be requested by email no later than 1 month before your event.

There is a bar underwriting deposit of £250 + VAT. Should the bar sales not exceed £300(during an afternoon event) or £500(on an evening), the balance of this will be payable after the event

7. Catering

The dedicated caterers at the NCEM are Bradshaws of York. Please contact them to book in your date and to discuss your catering requirements before confirming your booking with us.

8. Seating Plans and Hall Layout

The National Centre for Early Music provides a very flexible seating space and can be arranged in a variety of configurations according to need. It is however essential that agreement is made on the layout of the Centre at least 1 month prior to the event. Failure to do so will necessarily incur additional charges.

9. Decorations and Special Effects

Please discuss with us your plans for decorations and any special effects as we do have some practical constraints. Please note that we do not allow the following:

- a. use of helium balloons
- b. use of confetti inside or outside the venue (although we do permit use of real rose petal confetti in the garden)
- c. use of dry ice/smoke machines in the venue
- d. fixing or attaching anything to the walls in the venue although it is possible to tie decorations to some fixings and to tie/stick things to the stone pillars in the church
- e. Fireworks and sparklers

10. Fire and Safety

Your attention is drawn to the National Centre for Early Music's fire and safety guidelines and regulations. In the event of an emergency the duty venue manager present will conduct and manage all evacuation protocols.

Candles are permitted in the venue but only with prior arrangement/discussion.

Any electrical items brought into the NCEM must have been PAT tested within the last 12 months. Please discuss this with us if you need any clarification.

11. Noise

The NCEM is in a residential area and organisers of functions and their attendees are expected to make every effort not to disturb our neighbours. Live music and DJs are welcomed under the following conditions:

- a. The venue has been notified and given details of the entertainment.**
- b. The venue has been given copies of the band/DJ's current public liability insurance.**
- c. All amplified sound and live music must stop by 11.00pm.**
- d. No live music or amplified sound is permitted in the gardens or external areas of the building.**
- e. The fire door in the church must be kept closed at all times.**

12. Personal Property

The Management of the National Centre for Early Music cannot accept any liability for the loss of personal possessions whilst on the premises.

13. Damage to the NCEM

The Hirer is expected to take good care and not cause any damage to the Church or its contents. The Hirer will be expected to pay for any damage caused by them or attendees at their event.

Thank you for reading these Conditions of Hire. By signing the Events Booking Form, you are certifying that you have read and accepted these conditions. If you have any questions, please contact us on 01904 632220.