

**The Bridewell: Terms and Conditions of Hire**

**Rooms Available for Hire:**

	<b>Courtyard Room (Main Hall)</b>				
<b>Maximum Capacity:</b>	150 seated				
<b>Room Hire Charge Rates:</b>	<b>*Room Hire Charges : Courtyard Room, Bridewell</b>				
		Hourly Charge	Half Day Charge 3.5 hours	Full Day Charge 7 hours	Outside Normal Opening Hours Hourly Charge
	Corporate Rate	£30	£75	£150	£60
	Community/Charity Rate	£15	£50	£100	£30
	*Room hire availability is during opening hours, Monday – Saturday - 10am – 5pm, closed Sundays. An option is available to book the room outside normal opening hours, as indicated above.				
<b>Facilities Available</b>	<ul style="list-style-type: none"> <li>• Round or Rectangular tables</li> <li>• Chairs</li> <li>• Flip chart</li> <li>• 4 wall mounted multimedia TV Screens</li> <li>• Projector and neutral wall suitable for data projection</li> <li>• PA System</li> <li>• Loop System</li> </ul>				

**1. Applications for Hire**

- All applications for the hire of rooms must be submitted in the format of a completed Hire Application Form, obtainable from the Bridewell, clearly stating the date of the event and the purpose for which the venue is required.
- On occasions where the event or performance may be deemed to be offensive in nature or deemed to be of a sensitive nature, a written request must be submitted to the [bridewell.reception@midulstercouncil.org](mailto:bridewell.reception@midulstercouncil.org) for Council approval, clearly detailing the nature of the event. Confirmation of hire will only be sent on receipt of Council approval.
- For general enquiries regarding room bookings, please contact the Bridewell; Tel: 028 7963 1510 or email [bridewell.reception@midulstercouncil.org](mailto:bridewell.reception@midulstercouncil.org)
- The Person by whom the form is signed must be over 18 years of age and shall be deemed to be the hirer (“The Hirer”).

- A booking will only be confirmed upon receipt of a completed Hire Application Form, unless a request has been submitted to Council.
- A copy of Indemnity Insurance for cover between £5 million and £10 million depending on the activity must be provided along with the completed Application for Hire.

## **2. Cancellation of Hire By Hirer**

- Any cancellation of hire must be submitted in writing to the Bridewell as soon as possible and no later than 72 hours prior to the date and time of hire.
- Failure to give the required notice or failure to show will render the Hirer liable to full payment of the period of hire.

## **3. Cancellation of Hire by the Council**

- The Council reserves the right to cancel any room hire at any time should they require to use the premises in an emergency and without being liable to pay any form of compensation.

## **4. Damage to Premises**

- The Hirer shall not remove any of the furniture in the premises and shall not use nails, screws or other fastenings to secure items to walls, floors, ceilings, furniture.  
The hirer shall be responsible for all and any damage caused by its invitees, employees and agents to the building, furniture, fittings & apparatus of The Bridewell during period of hire.  
The amount required to make good the damage shall be at the Managers discretion. The Hirer shall be liable to pay the replacement cost of any items, which are the property of the Council, which are placed at the Bridewell, which are lost or go missing during the period of hire.
- The requested layout of the **Courtyard Room** is required by a diagram, which will be approved by the Bridewell Staff and signed by both The Bridewell Staff and the Hirer. Due to Health and Safety, the moving of large items and heavy furniture such as tables, stacks of chairs etc are prohibited.

## **5. Catering Facilities**

- No kitchen facilities are available in The Bridewell. Outside caterers can be arranged by the Hirer should tea/coffee or food be required. A list of outside caterers is available by contacting The Bridewell.

## **6. Smoking**

- The Bridewell is a No Smoking facility. All Hirers and invitees of Hirers are asked to comply with these procedures and refrain from smoking while on the premises.

**Failure to comply with the above terms and conditions could render the Hirer liable to pay a penalty. The amount payable shall be at the Manager's discretion.**