

The Forum (Northallerton) Ltd – Pricing Schedule 1st September 2016

Facility	Category	Charge £ / Hour	Comments
Main Hall	Performance or public event	52	<p>Includes use of stage, tiered and floor seating, lighting and sound equipment, use of backstage rooms. Hirers wishing to use other areas (such as the ancillary hall and meeting room 1) are able to do so for a £10 surcharge per room per hour, subject to availability.</p> <p>The £52 charge will apply from 1 hour before the start of the event and for its duration.</p>
Main Hall	Rehearsal or set up for above events	26	<p>Use of stage, basic sound equipment, tables and chairs available. Use of backstage rooms.</p> <p>All other equipment, including raked seating, lighting and sound equipment may be used but is subject to a surcharge as below.</p> <p>If the hirer requires the rake seating setting up in its entirety for a rehearsal then a charge of £26 will be made.</p> <p>On the day of the event itself, hirers wishing to use other areas are able to do so for a £10 surcharge per room per hour, subject to availability.</p>
Main Hall	Space only, for use by groups, or for private parties	26	<p>Use of stage, basic sound equipment, tables and chairs available.</p> <p>All other equipment, including raked seating, lighting and sound equipment may be used but is subject to a surcharge as below.</p> <p>There will be a charge of £25 made for setting up and taking down tables and chairs and rake seating, for parties, events or conferences for over 30 people. This is for events that don't fall under the £52 p/h bracket.</p>
Ancillary Hall	Performance or public event	28	<p>Includes use of fixed lighting and sound equipment, as well as set up of chairs and tables.</p> <p>The £28 charge will apply from 1 hour before the start of the event and for its duration.</p>

Ancillary Hall	Space only	14	Tables and chairs available There will be a charge of £25 made for setting up and taking down tables and chairs for parties, events or conferences for over 30 people. This is for events that don't fall under the £28 p/h bracket.
Meeting Room 1	Space only	10	Tables and chairs provided
Meeting Room 2	Space only	10	Tables and chairs provided
Meeting Room 3	Space only	8	Tables and chairs provided. Do we take off the schedule at this point?
Ancillary Hall + BOUNCY CASTLE	Bouncy Castle Party Package	£95 for package	Package includes a 2-hour party, during which supervised play on the Bouncy Castle will be available, plus 30 minutes either side for setting up and clearing away. Additional time can be paid for at £14/hour.
Kitchen	Included	--	The kitchen is available for use by any groups hiring any of the facilities above. The inclusive use of the kitchen facilities for the preparation of drinks by hirers is on the strict understanding that the facility is left clean and tidy at the end of the booking period. Any failure to do this may result in additional charges being levied for cleaning and/or the withdrawal of this facility.
ICT Services	Projector	5	LCD/Powerpoint projector and screen as available. Laptop with standard Microsoft Office package. Please note this is not available in Meeting Room 3.
	Laptop	5	

Stage Lighting	£5/hour	Only charged on Rehearsal/Space only rates when performance rate doesn't apply.
Additional Sound Equipment	£5/hour	Only charged if Main Hall system is supplemented.
Technical set up service in advance of hire		When a hirer requests technical support and set up – for example for lighting equipment, and this is to be completed in advance of the period of hire, then an hourly charge of £25 will apply
Technical Support Service – during period of hire		When a hirer requests technical support and set up – for example for lighting equipment, and this is to be completed during the period that the hirer is undertaking their own set up and paying the relevant hire charges, then an hourly charge of £15 will apply

Notes

1. All charges applied to bookings must relate to the above schedule of charges.
2. Half hourly bookings to be applied pro rata.
4. The use of the cinema projector in the main hall is not included in the normal hiring arrangements because of the specialist nature of this equipment. Use may be permitted, at the discretion of the Forum, and an additional charge of £20 per hour will be made.
5. Basic sound equipment in the main hall means use of the back stage mixer and fixed speakers to play music or to use a microphone. Basic sound system in the Ancillary means use of the fixed speakers via the audio panel.
6. The costs relating to Performing Rights (PRS) fees and for the use of recorded music (PPL) fees will be recovered, where appropriate. A separate document sets out more information on these charges. Please request a copy if you don't already have one.
7. Some organisations may wish to leave equipment or stage effects in the Hall or on the stage in the period before an event. Prior agreement must always be sought for this, and the Forum reserves the right to refuse permission or charge extra if this has an impact on other users or potential users of the space affected.
8. One off bookings are only confirmed on receipt of a booking form and the payment of a deposit which will be the lesser of £50 or the cost of the booking.
9. Credit terms will only be extended at the discretion of The Forum.
10. Private parties and functions must be paid for no less than 14 days in advance of the function.
11. A scheme of cancellation charges applies, and is set out in the Forum Terms and Conditions of Hire.

1st September 2016