

BOOKING FORM



1. This form must be read and completed to confirm your booking requirements. Please take note of the terms and conditions of the booking as this will form part of your agreement with the Africa Centre. Please complete the required information, sign it and send the form to:

Susan Odamtten
The Africa Centre
38 King Street
London WC2E 8JT

OR
WITH COPY TO
susan@africacentre.org.uk
info@businessofculture.com

NAME:	
ADDRESS:	
TEL:	FAX:
EMAIL:	
NAME OF ORGANISATION/ HIRER ¹ :	
TYPE OR ORGANISATION:	
NATURE OF FUNCTION:	

DATE(s): TIME OF FUNCTION(s): Start: Finish:

2. FACILITIES & SPACE:

Charges:

**A. AUCTION HALL (Ground Floor performance space) including the BAR annexe: Capacity 150 to 200 persons
£50/ hour, Monday to Thursday. £60/hour Friday to Sunday.**

**B. EX 'RESTAURANT' AREA (Basement) including small BAR: Capacity 70 to 100 persons.
£40/ hour Monday to Thursday. £50/hour Friday to Sunday**

C. BARS (Auction Hall & ex 'Restaurant'): £150 each if run by the hirer.
The Africa Centre reserves the right to make a charge if the hirer is given permission to run their own bar

Please note that VAT (20%) will be added to the net amount of your booking]

¹ This must be the name of the organisation/person responsible for the booking payment & terms and conditions of the booking.

Notes:

- Setting up and dismantling time must be included in the booked period.
- Prices may be negotiable for series of block bookings.
- A non-refundable booking fee of 50% of the total booking charge is payable at the time of booking on return of this completed form.
- Full payment of the booking is due one month before the event. In cases where the booking is made less one month before the event, full payment must be made at the time of booking.

3. WHAT THE CHARGES COVER:

- a) Use of the space hired between the hours specified on the booking form.
- b) Use of a PE Licenced premises. NOTE the AC standard licence hours for entertainment, dancing, music and alcoholic beverages is Monday-Saturday (10am - 11pm) and Sunday (12pm -10.30pm). A limited number of temporary event notices for later hours can be applied for in any one year at an extra charge.
- c) Heating, lighting and electrical power.
- d) Existing furniture as seen by the hirer.
- e) Use of the Green room adjacent to the Auction hall.
- f) Toilets and other amenities.
- g) Listing on the AC website if required.
- h) Part PA system as it exists (please note, use of and addition to the existing PA system must only be done by a qualified technician).

4. WHAT THE CHARGES DO NOT COVER:

- a) Theatre lighting.
- b) Projection equipment.
- c) Box office function.
- d) Bar, box office and supervisory staff.
- e) Marketing (flyers, tickets, promotion, etc...)
- f) Catering
- g) Technical support and other equipment not specified under item 3.
- h) Insurances

NOTE: The services excluded above can be supplied by the Africa Centre, if sufficient notice is given. The extra costs of these will be added to invoices.

5. CONDITIONS OF BOOKING:

- a) The premises may be hired for the purposes stated ONLY.
- b) Permission is required before the Hirer's own food and drinks are served on the premises.
- c) Premises must be left tidy after use. Waste material left secure in Westminster refuse bags which will be supplied.
- d) Hirers must respect the neighbours and other tenants of the AC and comply with all Police and Local Authority stipulations and Licensing law.
- e) The space must be vacated at the time stipulated on the form.
- f) Qualified stewards must be provided to run public events as specified by the Event Licence or Temporary Notice, copy of which must be in the premises. Security Staff must hold a current Security Industry Authority licence.
- g) Note that the directions and decisions of Licensee (the Africa Centre manager) or the designated person responsible must be complied with at all times.
- h) A complete list of event staff contacts must be provided at booking.
- i) An induction on safety and emergency procedures must be undertaken by the booking organizers before the event.
- j) Risk assessments and contractors names of any equipment you are supplying (i.e. PA equipment) must be provided.

- k) Booking will not be confirmed until payment is received.
- l) Cancellation: 50% refunds will be made if cancellation is made 30 days or more before the event. No refund will be made if cancellation is made less than 30 days before the event.
- m) The minimum hire duration is 2 hours. Hires are charged by the hour.
- n) The hirer is liable for any damage caused by its employees, contractors, associates or the audience.
- o) Where the event is a collaboration with the Africa Centre the hirer agrees that they are working in partnership with the Africa Centre.
- p) The hirer's promotional material must display The Africa Centre logo and provide a link to the Africa Centre website.
- q) The hirer must have current Public Liability insurance in force, providing at least £5m indemnity, proof of which must be supplied to the Africa Centre no less than 10 days before the event.
- r) The hirer must also provide proof of third party insurances above Public Liability to cover consequential damage to The Africa Centre, its employees, contractors or other tenants. The hirer is responsible for insuring any equipment, kit, costumes, sound, lighting, etc, that is brought into the venue by the Hirer.
- s) A refundable £300 deposit is required at booking to cover any possible damage to the premises caused by the hirer or the audience.
- t) The deposit will be refunded to the hirer once the Africa Centre has verified the state of the premises after use.
- u) The Africa Centre will NOT accept responsibility for any damage or loss to the Hirer's or visitors' property, persons and activities.

I/We have read and agreed to abide by the conditions of room hire.

Signed:

Date:

Name: