Tel: 020 8391 5522

Coppard Gardens Chessington Surrey KT9 2GZ www.thekingscentre.org.uk

2021 Booking Form

Please complete the green boxes that are applicable.  
If you would like us to provide refreshments please also complete a Catering Booking Form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organiser |  | Date of Hire / Event |  |
| Email |  | Expected number |  |
| Telephone Number |  | Purpose of Hire |  |
| Name, Address and Postcode of Organisation |  | Invoicing Address  (If different)  **&**  **Registered Charity no.** (If applicable) |  |
| Time access required (e.g. for your set-up) |  | Departure time (allowing for your set down) |  |
| Start time of event |  | End time of event |  |

Select room(s) for the event / activity and complete the green boxes for the total room hire.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Room Hire | Room Capacity | Layout Req'd see below | Usage Time  From Start to End time of event.  Hrs | + TKC Set-up / Down Hrs | = Total  Hire Time Hours | **Rate per Hour**  8am-10pm | Total Room Hire £ |
| Liddell Hall (sml event) | 1-300 |  |  | + 3½ |  | £160.00 |  |
| Liddell Hall (med event) | 301-600 |  |  | + 5 |  | £160.00 |  |
| Liddell Hall (lge event) | 601-1000 |  |  | + 7 |  | £160.00 |  |
| Fraser Chapel | 120 |  |  | + 2 |  | £53.00 |  |
| Paton | 30 |  |  | + 1 |  | £30.00 |  |
| Elliot | 30 |  |  | + 1 |  | £30.00 |  |
| Arton Lounge | 12 |  |  | + 1 |  | £24.00 |  |
| Upper Room(on 1stfloor) | 12 |  |  | + 1 |  | £24.00 |  |
|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Room Layout Options:** **A**=Auditorium **B**=Board Room **C**=Class Room **W**=Workgroup **O**=Other (please give details in Notes box below**) Usage Time:** = Access Time - Departure Time | **Total £** |  |

Complete the green boxes below to book additional facilities - subject to availability.  
Please note: VAT is charged on facilities hire.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facilities Hire | **Cost** |  | Event Time | **Total Cost** | **VAT at 20% £** | Cost inc VAT £ |
| **P.A.** Liddell & Fraser only | £37.00 p/hr of event | Event Time |  |  |  |  |
| **Stage Lights** Liddell Hall | £28.00 p/hr of event | Event Time |  |  |  |  |
| **Laptop & / or Projector** | £54.00 per event | Qty Req> |  |  |  |  |
| **Additional Chair Hire** up to 600 included in room hire | £? per chair over 600 | Extra Qty Required> > |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Notes**: Anything else you would like to tell us? | TOTAL FACILITIES CHARGE | **£** |
| TOTAL ROOM HIRE CHARGE | **£** |
| TOTAL CATERING CHARGE | **£** |
| GRAND TOTAL | **£** |

Please note that The King’s Centre will confirm your booking once this form has been completed. By passing this form to The King’s Centre (with or without a deposit) does not necessarily confirm that the booking is accepted. We aim to advise you about the booking within four working days.

If you would like us to provide refreshments please also complete a Catering Booking Form.

**I apply for the use of The King’s Centre facilities for the purpose stated and agree to the terms and conditions (overleaf) and payment of all costs associated with the hire. If a deposit is required, I agree to enclose a deposit of 30% of the anticipated room hire cost of the booking.**

**Name ………………………………………………….. Signed ……………………………………………………….Date ………………………………….**

**Please note: This Booking Form must be returned within 14 days as provisional bookings will not be held beyond this period. When sending the 30% deposit, please make cheques payable to ‘K C Chessington Ltd’**

**Terms and Conditions for Use of The King’s Centre**

* The Hirer must state the nature, purpose, content and programme of the event for which the premises are required by completing the Tariff & Booking Form in full.
* The Centre Management (CM) to approve any publicity material used to promote the Hirer’s event
* The King’s Centre (TKC) may not be used for the promotion of any teachings or activities that, in the opinion of the CM, may be inconsistent or in conflict with the aims or beliefs of King’s Church Chessington*.*
* The CM expects high standards of behaviour from all its hirers and the named Hirer will be responsible for the conduct of their group whilst on TKC premises. The Hirer is responsible for ensuring that guests leave the premises including the car park area, in a quiet and responsible manner having due regard for local residents.
* The premises must be left in good order and vacated not later than the time booked. A charge may be levied for any time the premises are occupied over and above that booked.
* The Hirer will be responsible for any damage to the building or its contents by members of the Hirer’s group. The CM retains the right to levy a charge in addition to the agreed hire charges where the Hirer’s group causes damage to the building or its contents.
* Overflow car parking arrangements for events that are likely to result in the capacity of TKC car park being exceeded must be negotiated with the CM. TKC car park has 120 spaces.
* The Hirer is responsible for ensuring that the numbers attending an event do not exceed that quoted on the Tariff and Booking Form or other associated correspondence.
* Recurring bookings will be limited to not more than 12 months and will be subject to renegotiation and the signing of a new Tariff & Booking Form. Previous compliance to these terms and conditions will be taken into account as part of this renegotiation process.
* The Hirer must not sub-let under any circumstances to another individual or group.
* External catering is not permitted in TKC unless agreed by the Centre Manager. (TKC has its own in house catering service)
* TKC is a non-smoking environment. The Hirer is to ensure that those attending the event who wishes to smoke do so outside the building and away from the entrance doors.
* The consuming of alcohol is normally prohibited on TKC premises. In some circumstances TKC Board of Directors may give a dispensation for the use of alcohol with a function provided the Hirer can demonstrate controls that will ensure the use of alcohol will not be abused. The sale of alcohol on TKC premises is prohibited.
* The CM reserves the right to refuse, cancel or alter any booking at whatever notice they deem necessary if the premises are required for official purposes, for maintenance/refurbishment activities or for any other reason according to these terms and conditions and/or for any legal or safety reason.
* VAT is not payable on Room Hire charges except when a catered meal is served in the same room.
* VAT is payable on all Facilities Hire items & Catering Services.
* VAT is payable at the prevailing rate in force at the time of the event, currently 20%.
* Payment terms are strictly 30 days from the date of invoice. The CM reserves the right to charge interest on late payments. Interest will be charged at a rate equivalent to 10% per annum.
* Booking Cancellations:
* If any booking is cancelled with less than 60 days notice the deposit paid will be forfeited in full.
* If any booking is cancelled with less than 30 days notice the Hirer is liable to pay 50% of the Room Hire Charge and 50% of the Catering Charge.
* If any booking is cancelled with less than 15 days notice the Hirer is liable to pay the full Room Hire Charge and the full Catering Charge.
* If reductions in Catering numbers occur with less than 7 days notice the Hirer is liable to pay the full Catering Charge
* The CM reserves the right to re-hire times and spaces where possible.
* Telephone bookings should be followed with a signed Tariff and Booking Form & 30% deposit to be received by TKC whenever possible at least 14 days prior to the date of hire. The CM reserves the right to re-let times and spaces where a signed Tariff and Booking Form & deposit have not been received in due time.
* Events will normally be expected to finish by 10.00pm allowing the premises to clear by 10:30pm unless prior permission to extend beyond these times is obtained from the CM.
* The King's Centre holds a Premises Licence as required by the Licensing Act 2003. Licensable activities authorised by the licence are: a performance of a play, an indoor sporting event, a performance of live music and any playing of recorded music. TKC will not be available for events that could lead to excessive noise levels for local residents such as discotheques or rock concerts.
* KC Chessington Ltd (TKC) holds Public Liability Insurance and a copy of the certificate is displayed in the main foyer area. KC Chessington Ltd accepts no liability for the loss or damage to any property belonging to any users of TKC premises including the car park or for personal accident or injury sustained by any person using TKC premises except in circumstances where negligence on the part of KC Chessington Ltd is proven. Hirers are encouraged to hold their own public liability insurance cover where appropriate.
* First Aid equipment is provided at the First Aid Point located at TKC Reception. All accidents or ‘near misses’ must be recorded in TKC Accident Book located at the First Aid Point.
* Any lost property found on the premises will be logged and held for 14 days and then disposed of to a good cause.
* Hirers are not permitted to bring their own electrical equipment into the building for use, except with prior arrangement with the management. Any equipment used must have an up-to-date PAT certificate.