

Additional Information

Contracting & payment terms.

We are happy to take a provisional booking but we can only hold it for two weeks, after which we require confirmation or release of the date. A contract will be sent to you within seven days of confirmation, which must be returned, completed and signed within two weeks. Your booking will be secure once we receive a completed contract and a deposit payment.

Payment terms: the deposit (payable on return of contract) is 20% of the room hire plus the brochure charge (where applicable) and is non-refundable in the event of cancellation by the hirer. If the hire is booked less than 4 weeks prior to the event the deposit does not apply and you will be invoiced for the full amount. If a deposit is paid the balance must be paid no later than four weeks prior to the event.

Building Capacity

The total number of people allowed in the building at any one time is 300 **including** our staff.

The maximum number of audience tickets we permit is 280. This is our upper capacity for guests, attendees or audience members. Our normal seating capacity is 220.

Please discuss numbers with the Administrator before promoting your event.

Box Office and ticket sales

If you are intending to sell tickets for your event they **must** be sold through Square Chapel's Box Office. Square Chapel's Box Office will provide credit and debit card facilities, postage, tickets and stationary and will charge 5% commission on all ticket sales.

Equipment charges and availability

There is no charge for the use of most of our equipment including: Yamaha grand piano (extra charge if tuning is required), theatre lighting, full P.A. sound system, small & large projector screens, flip chart, paper, pens and lectern. We also have standard cabled microphones, 3 hand held radio microphones and 1 lapel microphone.

We also have a data projector available but due to the high maintenance costs of this item we charge £25 a day for community groups and £50 a day for standard rate hirers. **Half day rates apply for hires of less than 6 hours duration.**

Technical Assistance

If you are intending to use our PA or theatre lighting we require you to book our technician for a **minimum of two hours** (£24 + VAT) for an induction and guidance. This applies even if you are bringing your own technician and is a Health and Safety requirement and designed to ensure the safety of our staff, your staff, performers and audience members.

If you wish to use our technician to run the lights and sound for your hire as well as for your get-in and get-out this is charged at £12 per hour.

Performing Rights Society charges

Please note that if there is any music used in your performance a PRS minimum fee of £30 per performance will be charged. We are responsible for submitting a PRS return on a quarterly basis and you will be required to complete and sign a PRS form listing all the music used during your hire. This should be forwarded prior to your event or handed to the Duty Manager on the day/night.

Parking and other information

Please note that parking at Square Chapel is extremely limited and is normally only available to our staff and disabled customers. However hirers are entitled to a maximum of two spaces in our car park from the beginning of the hire period until the end **by arrangement**. Permits **MUST** be obtained from Box Office on arrival and handed in before leaving. In addition those people leaving cars in our car park must sign in at reception and leave their car registration number. Parking **MUST** be in marked bays only and access for Emergency vehicles is required at all times.

We do not have room for storage - if you wish to leave items with us, please ask.

We cannot always accept delivery of items (particularly bulky objects) in advance.

We can only allow access between the agreed hire times, as we may need to clean the building and prepare for opening or closing, so please do not arrive early or leave late.

If you are hiring at the Community Rate, please clear up before you leave; we are only able to offer you reduced rates on condition that you leave Square Chapel clean and tidy and put away any equipment, tables and chairs etc. that you may have used.

Catering for your event

We can arrange a buffet for you at various prices per head through a number of caterers. Please contact Square Chapel directly to discuss your requirements. Coffee, tea, orange juice and mineral water are available at 90p per delegate and the total charge will be based on the number of delegates you are expecting to attend. If you wish to have refreshments at more than one time during your hire the total cost will be multiplied accordingly. We have a fully licensed bar and we are happy to serve drinks on account to your guests to be charged back after your event. A list of caterers can be found on the following page.

**Contact us directly if you would like further information or a quote.
Telephone 01422 353073 or email john@squarechapel.co.uk**