



WEDDINGS
marriages
civil partnerships

**Your guide for a successful event
FOR EVENTS BETWEEN 1st APRIL 2019
and 31st MARCH 2020**

Main Auditorium • Studio Theatre • The Kent Room • Meeting Rooms

☎ 01474 33 76 11 Monday to Friday • 01474 33 74 59 Weekends

Email sue.reuter@gravesham.gov.uk • Web Site www.woodville.co.uk

Weddings & Party Celebrations Application Form 1 April 2019 - 31 March 2020

GENERAL INFORMATION

What you need

Thank you for considering The Woodville for your event. We are Kent Thameside's leading multi-purpose arts and entertainment centre. Our dedicated team of professional staff are on hand to answer any queries you may have about our facilities. Please do not be afraid to ask any question, however small - we want to ensure that you have a memorable and successful event.

To ensure a successful event with clear communication between venue and organiser we ask that the person completing and signing this form be our main contact. We will not take instructions from anyone else.

Please complete the application form located at the rear of this booklet and return the whole document within fourteen days to **Events, The Woodville, Woodville Place, Gravesend, Kent, DA12 1DD**

Your booking will only be held for 14 days from the date of us sending you this information. To secure the booking 25% advance payment must be returned with the application form.

The hire, if accepted, will be based on agreed times and in relation to the relevant financial year as set out in your completed application form. Your access and set up times are very important to us and your quote will be based on the information you supply on the application form. Should you wish to make changes to these times, subject to availability and appropriate fee we will do our best to accommodate you. We require 48 hours notice of this.

Any time over and above that as confirmed on the application form is payable by the hirer at the appropriate rate with any part hour regarded as a whole hour for charging purposes. If staff are required to help with the get in and get out this will also be chargeable.

We do not advertise private hires. Should you wish marketing support please contact our General Manager.

We are required to risk assess your event. This assessment will determine levels of security and additional measures required. The charge for security is a condition of your hire and must be paid in full before the event. Hirers are not permitted to use their own security. All security must be booked through The Woodville. We require copies of all relevant insurances and risk assessments. We require full details of all artists scheduled to perform at the venue in order to comply with our obligations under the terms of our licence. Please ensure you provide details, and specify the type of performance, for example: Musician, MC, Rapper, DJ, and Comedian. We may request further information to aid our risk assessment process when assessing security and licensing requirements. Failure to provide such information 6 weeks prior to your event, to assist in this review, can delay this process and may result in part/full cancellation of your event without refund.

The Woodville has a well equipped professional banqueting kitchen and bar facilities so please contact our Food & Beverage Manager to discuss your requirements. **Please note that if using our bar facilities (depending on expected attendance) we will ask for a minimum spend of £200 = to be paid in advance of the event. The bar will close 30 minutes before the end of the agreed hire period. Should you wish to have an account bar we will gladly arrange this for you. We will require pre-payment from you for this facility and leave it to you to decide the amount you wish to pre-pay.** Self Catered Events are only permitted when current Health & Hygiene Certificates have been provided along with a valid Environmental Health certificate.

No food or drink is permitted into the premises without prior arrangement. **Alcohol is only permitted if agreed by a member of the Woodville Management Team and may incur a corkage fee.**

Take away food is not permitted in the auditorium, brasserie area, on stage or in the back stage areas. We will hand the hire area over to you in a clean and tidy state and expect it to be returned as such. A cleaning charge will be added to your final bill should we need to clean any areas of the venue (including kitchen facilities) during your event.

SERVICE & FACILITIES

What do you get?

The aim of The Woodville is to provide an enjoyable, value for money event. The facility hire entitles you to a range of services unequalled in Kent Thameside;

- A welcoming and comfortable environment.
- The space set to your requirements (agreed no less than 48 hours prior) and access to our communal areas.
- Tables and/or chairs set and dismantled according to your layout plan.
- Professional staffing to support your event, led by one of our Duty Managers.
- A dedicated Event Coordinator as your point of contact.
- Provision of the required technical equipment.
- Stage and dressing room facilities for you and your performers.
- A well stocked bar and on site catering facilities - all with a friendly service.
- Cleaning of the hall and communal areas after the event.

Capacity Information

The Woodville operates under various rules, regulations and licence agreements. Although these conditions may seem frustrating and laborious they do ensure that the venue operates in a safe manner for those attending or performing.

We are not permitted to exceed our licensed capacity and will use your expected attendance figures to ensure a safe level of staff on site. We will advise you of your capacity once we know the room set up required.

Fees & Charges

The actual cost of your event will be dependant on the requirements stated on your completed application form.

As a guide most events fall into the special discounted hire package price as follows:



<p>Venue Hire Based on a 8hr hire period to include a 2hr get in period; 5hr event period and a 1hr get out period</p> <p>Staffing Services To include Duty Manager, Security Personnel, Bar Staff & Administration & Duty Manager</p> <p>Technical Equipment To include stage area, mirror ball and auditorium lighting</p> <p>Facility Equipment Setting of chairs and/or tables together with a choice of layouts</p> <p>Dressing Room Facilities Exclusive use of dressing room, shower, wash rooms etc.</p> <p>Banqueting Full use of kitchen facilities included in package (to be cleaned down thoroughly after use by private caterer)</p> <p>Housekeeping The cleaning of the main hall and communal areas after your event</p>

Additional charges:

<p>Tablecloths/chair covers £12.50 + vat per table</p> <p>Extra Hours in addition to package £200 + vat per hour (between the hours of 7am & 6pm) £300 + vat per hour (between the hours of 6pm & 2am) *50% additional fees are charged for all services on public bank holidays.</p> <p><i>Please ask for our price list for technical facilities that we provide</i></p>
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The Woodville Terms & Conditions of Hire - Please Read

1. Interpretation

In this Agreement the following expressions shall have the meanings hereby assigned to them:

'The Premises' shall mean such parts of the Council's building situated at the Civic Centre, Windmill Gravesend, Kent (including The Woodville of the same building), as are specified in the First Schedule hereto.

'Management' shall mean any Director, Service Manager or Duty Manager for the time being of the Council or his authorised representative(s).

2. Use of premises:

(a) The Hirer shall mean the person, persons or limited company who has entered into this Agreement to hire the premises and shall include his agent and any person employed by him.

(b) The Council shall grant and the Hirer shall take a licence to use the premises during the hours on the date and for the performance or use specified in the First Schedule hereto on the terms herein contained.

PROVIDED ALWAYS:

That the Council shall have the sole and exclusive right to supply to persons attending the premises wines and spirits and other drinks food confectionary and other like items, unless prior agreement has been provided by the Council in advance;

That the keys of the premises shall be kept by the Management;

3. Payment to the Council for licence to use the premises:

In consideration of the Licence hereby granted the Hirer shall pay to the Council

(a) a deposit of on the signing hereof and

(b) a further sum in the manner set out in the Third Schedule hereto

Any sums paid or due under the terms of clause (i) above shall be the absolute property of the Council and shall only be returnable when the hiring is terminated under the terms of Clause I hereof and in no other circumstances whatsoever. As from 1st April 2011 GBC will no longer issue cheques - all refunds will be to bank account details as supplied by the hirer.

4. Conditions of Hire:

THE HIRER:

(a) shall make no alterations to the structure fittings decorations or furnishings of the premises without the previous written consent of the Management. All such alterations shall be carried out by and at the expense and risk of the Hirer on the terms and conditions of such consent and immediately after the performance or use the Hirer shall remove at his own expense all such fittings decorations and furnishings. The Hirer shall not bring any equipment display stands furniture scenery draperies properties extra lighting decorations or any additional items into the premises without the previous written consent of the Management. When making application for licence to use the premises the Hirer shall supply full particulars of all such articles or items to the Management;

(b) shall at his own expense make good any damage howsoever caused (including damage caused by members of the audience) to include also any misuse of equipment at the premises or any article or thing supplied therewith to the satisfaction of the Management and the Hirer shall indemnify the Council from and against all actions costs charges and expenses brought against or incurred by the Council in consequence of any such damage, in particular, but not exclusively, the deliberate or accidental activation of the fire alarm system provided that this condition shall not apply in the case of damage due to fire or explosion except where such fire or explosion was caused by or due to the default of the Hirer;

(c) shall pay to the Council the cost of any special electrical equipment installation or fitting installed or provided by them which may be required for the purpose of the performance or use the cost of electrical current consumed thereby and the cost of any additional operating staff made necessary thereby and shall in no case install or use any electrical equipment installation or fitting except such as shall have been previously approved in writing by the Management. The hirer shall ensure that all such work shall comply with the Electricity at Work Regulations, the Health and Safety Executive Guidance Note 0550 (Electrical Safety at Places of Entertainment) and the Health and Safety Executive leaflet Electrical Safety for

Entertainers and any legislation amending or replacing the same. The Hirer shall not allow any person other than the Council's House Technician or other person approved by the Management to operate any electrical equipment;

(d) the hirer shall be permitted to use any of the venue's available technical facilities subject to the relevant charges or may provide and operate technical equipment of their own, subject to approval by the Duty Technician and provision of the relevant PAT documentation

(e) shall not issue any tickets of admission except those provided or approved by the Management..

(f) shall make no financial collection on the premises except with the previous written consent of the Management;

(g) shall permit the Management to visit all parts of the premises at any time;

(h) shall forthwith comply with any requirement or direction made or given by the Management who shall be at liberty to suspend or control to any extent in any way he/she may deem necessary any matter or proceeding which in his/her judgment is not in accordance with the conditions or objects of this Agreement but without rendering the Council or the Management liable for any damages in respect of such suspension or control whether or not the same shall in fact have been justified;

(i) shall not permit anything to be said or done in or about the premises which is subversive of public law or order or calculated or likely to lead to a breach of the peace or which may injure or tend to injure the reputation of the premises or of the Council;

(j) shall in the event of meetings being held in the premises inform the Chairman of the Meeting and all speakers of the terms of Sub-Clause (ix) of this Clause and shall require them to give a personal undertaking to comply therewith;

(k) shall keep the gangways doorways passages corridors entrances and exits clear and unobstructed;

(l) shall admit to the premises such police officers or other officials as the Management may in the circumstances deem advisable;

(m) shall observe and comply with the terms and conditions restrictions and requirements of any Act of Parliament, bye law, Statutory Instrument Regulation or Licence under which the premises or any part thereof may be used or in connection with the use of the premises and shall not do or permit or suffer to be done or permitted in or about the premises or elsewhere any act or thing whereby such Act of Parliament Statutory Instrument Regulation or Licence may be infringed or such Licence may be liable to be suspended or forfeited or the renewal or transfer thereof refused or endangered and shall keep indemnified the Council and any person in whose name any such licence may be held on their behalf against any loss of revenue benefits damages costs and expenses that may be incurred by them or him owing to the breach non-observance or non-performance of any such terms and conditions and restrictions and requirements aforesaid:

(n) shall comply with the terms of conditions of and regulations contained in all licenses granted to the Council or their officers or any other person by the Licensing Justices in respect of the premises;

(o) shall not do or suffer to be done in or about the premises anything whereby any policy of insurance effected by the Council may become voidable or to be avoided or whereby the rate or premium in respect of such policy may be increased PROVIDED THAT in the event of the Hirer arranging for any performance or exhibition to be held involving any increase in the said premium the Hirer shall repay to the Council before commencement of the licence the amount of such increase;

(p) shall indemnify the Council against any expense liability loss claim or proceedings made against or incurred by the Council in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in connection with this licence;

(q) without prejudice to its obligation to indemnify the Council the hirer shall take out and maintain and shall cause any sub-contractor to take out and maintain insurance in respect of claims arising out of his liability referred to in clause xvi. The insurance in respect of claims for personal injury to, or the death of any person under a contract of service or apprenticeship with the hirer or a sub-contractor as the case may be, and arising out of and in the course of such persons employment, shall comply with the Employers Liability (Compulsory Insurance) Act 1969 and any statutory orders made there under or any amendment or re enactment thereof. For all other claims to which clause (xvi) applies the insurance cover shall be not less than £10,000,000 one occurrence or series of occurrences arising out of one event;

(r) shall not without the previous written consent of the Management use the premises for any purpose or in any manner other than that specified in the First Schedule hereto and in the event of such consent being given shall pay to the Council on demand such sum (if any) by way of additional licence payment or special expenses as the Council may determine;

(s) shall not without the previous consent of the Management affix any bills, placards, advertisements or notices on or in the premises, or anywhere within the Borough of Gravesham except in such places only as may be specified by the Management for such purpose;

(t) shall not play any music or show images (still or moving) otherwise than in accordance with the license granted to the Council Phonographic Performance Limited or other owner of the said music or images

(u) shall not use the premises or any part thereof for the performance in public of any dramatic or musical work or for the delivery in public of any lecture writing or recital in which copyright exists without the consent of the owner of the said copyright or in any other manner infringe any existing copyright;

(v) shall before the commencement of the performance or use acquaint himself with the terms and conditions of the Licence held by the Council in respect of the premises for the performance of all works in the repertoire of the Performing Right Society. The Hirer shall comply with all requirements of the licence and shall permit the Society by its duly authorised agent to have a free right of entry to all parts of the premises during the public performances. Any payment due to the Performing Right Society in respect of any performance shall be paid by the hirer to the Council in the form of a fee at the then prevailing rate as determined by the Performing Right Society;

(w) shall not record or transmit or permit the transmission or recording or reproduction by any means whatsoever all or any part of the performance or use without the previous written consent of the Management and shall pay to the Council such fees in respect thereof as may be prescribed by the Council;

(x) shall indemnify the Council against all costs charges actions or proceedings arising from any non-compliance with the provisions of Sub-Clause (xx), (xxi), (xxii) and (xxiii) of this Clause;

(y) shall not take or permit the taking of any photographs in the premises without the previous written consent of the Management;

(z) shall not permit any explosives or highly inflammable spirits to be brought into or used on the premises or permit the use of naked lights in any part of the premises or allow any act or performance involving danger to the public. Details must be given to the Management of any proposal to use live flame, smoke effects, strobe lighting, pyrotechnics or any device liable to produce offensive odour or excessive noise. The Management reserves the right to refuse the use of any of the aforementioned items.

(aa) shall not use or permit to be used any of the Council's equipment without the previous written consent of the Management. The Hirer shall not allow any person other than the House Technician or other person approved by the Management to have access to or control of such equipment.

(bb) shall ensure that all portable electrical appliances brought in to the venue are PAT tested. If they are not tested we will charge £25 per item for testing. Nothing is to be used on site without a valid PAT test certificate

(cc) shall not transfer this licence or the benefit thereof and shall not part with or share the use of the premises or any part thereof without the previous written consent of the Management;

(dd) shall adhere to the times specified in the First Schedule hereto for the use of the premises and shall ensure that the premises are cleared and vacated within the hire time specified. Any overrun will incur additional charges;

(ee) shall comply with the Special Conditions contained in the Third Schedule to this Agreement;

(ff) shall have risk assessments and method statements in place for the installation of all equipment relating to the event and for the event in general. They shall be produced on request.

(gg) No scenery or props are permitted in to the venue without a valid fire proofing certificate.

(hh) The Hirer warrants that they are an expert in this discipline and that any risk assessments and method statements produced are suitable and can be relied upon. The Hirer further warrants that such risk assessments and method statements are adhered to at all times; shall ensure that any waste materials from the event are removed and disposed of in the correct manner. Any costs incurred by the Council due to a failure to remove and dispose of such waste materials shall be charged to the Hirer and may be recovered as a debt;

(ii) shall ensure that loading and unloading from vehicles is done without any due disturbance to nearby residential property and that vehicles are parked legally. The Hirer shall indemnify the Council against any damage caused or claims made as a result of a breach of this clause;

(jj) shall co-operate with the Council as may be necessary for the Council to fulfil its statutory obligations under the Freedom of Information Act 2000 and the Data Protection Act 1999.

(kk) The Hirer must ensure the complete observance of the regulations governing children in the Theatre, The Management reserves the right to ask for the production of licences in respect of children (for example chaperone licences and performing licences).

THE COUNCIL

(a) shall provide staff as set out in the First Schedule

(b) shall at their own expense provide for the normal cleaning heating and lighting of the premises but shall not be responsible for any failure or defect therein;

(c) shall not accept responsibility for the loss of or damage to any article or thing brought to or left on the premises;

(d) shall be entitled to retain all box office takings or other monies received by them in respect of the event to which this licence applies whether by advance bookings or otherwise until the Hirer shall have paid to the Council all monies payable hereunder or which may be due to the Council.

(e) If the Hirer shall in the opinion of the Management fail to observe or perform or secure the due observance or performance by others of the provisions of this Agreement he may on behalf of the Council without notice forthwith determine the Hirer's rights under this Agreement and the Hirer shall immediately vacate the premises. Such determination shall not release the Hirer from any of his obligations under this Agreement or affect any right or remedy which the Council may have to retain for their own use or benefit any monies paid by way of deposit or otherwise and to sue for any balance outstanding.

(f) the Council may terminate this Agreement at any time by notice to the Hirer whenever they are of the opinion that:

- the premises are unfit for the hiring to proceed; or
- the continuance of the hiring would not be in the interests of the good management of the premises; or
- the premises are required by the Council, the Government or other public body for a matter of special importance and the decision of the Council in the above matter shall be final. Whilst the Council will give to the Hirer as long notice as possible of their intentions they shall not be liable for any damages or otherwise arising out of the termination of this Agreement under this clause. On such termination the Council will return to the Hirer any monies paid by way of booking fee or deposit but shall not be liable to the Hirer for any loss or damage whatsoever which may be sustained arising out of such termination. Any notice payment or request by the Council or the Management to the Hirer may be given or made in the name of the Management and may be sent by ordinary prepaid post addressed to the Hirer at the address given in this Agreement and if sent by such post so addressed shall have been deemed to have been served or made at the time that the letter containing the same would be delivered in the ordinary course of post.

(j) In the event of cancellation by the Hirer, the following cancellation fees will be payable:

<u>Cancellation Notice</u>	<u>Fees/ Deposits</u>
Over 16 weeks to 26 weeks before the hire date	60% of total fees due*
Over 8 weeks to 16 weeks before the hire date	80% of total fees due*
Hire date to 8 weeks before the hire date	100% of total fees due*

*Total Fees includes ALL Costs - Hall Hire/Staffing/Catering as agreed at initial booking

(k) Neither party shall be liable for any default in performance under this Agreement due to any act of God, war, fire, flood, and disease or other like event beyond the reasonable control of either party

(l) If any event is cancelled by the hirer, any monies paid towards their booking for the current financial year (as agreed, signed and dated on page 12) cannot be used to transfer to another year. (The financial year meaning from April 1st to the following March 31st).

APPLICATION FORM

To be completed in association with the Conditions of Hire

About You

- 1) First name..... 2) Surname Mr/Mrs/Miss/Ms.....
3) Organisation if applicable.....
4) Position in Organisation.....
5) Address for correspondence.....
.....
6) Town 7) County 8) Postcode.....
9) Telephone number (home)..... 10) Telephone number (work).....
11) Telephone number (mobile)..... 12) Email address

Hire & Event Details

Name of your event:

- 1) Hire date required: Day..... Month..... Year.....
2) If more than one date/s is required your completion date is: Day..... Month.....Year.....
3) Total expected numbers attending each hire date including children and babies in arms
- | | | |
|---|-----------|-------|
| 4) Time of access for the setting of equipment etc (event day) | From..... | am/pm |
| | To..... | am/pm |
| 7) Time main doors opened to guests | From..... | am/pm |
| 8) Time event starts if different to above (e.g. guests seated) | At..... | am/pm |
| 9) Estimated time event finishes (e.g. guests leaves venue) | At..... | am/pm |
| 10) Time main doors to close (usually 15 minutes before end of hire period) | At..... | am/pm |
| 11) Time for removal of all equipment etc (event day) | From..... | am/pm |
| | To..... | am/pm |
- 12) Entertainment to be provided by the hirer
Contact name.....
Contact address.....
County..... Postcode.....
Telephone number.....
- 13) Entertainment to be provided by the hirer
Contact name.....
Contact address.....
County..... Postcode

PLEASE REMEMBER; We require current risk assessments & p.a.t. testing certificates for all equipment before we will permit any DJ's or entertainment companies into the venue

Catering Service*Please Tick Appropriate Box*

- 1) Catering service provided by the council - Open tariff..... Yes
- 2) Catering service provided by the council - Set menu..... Yes
- 3) Private catering company (subject to fees and charges) Yes
- 4) Name of private catering company.....
- 5) Address of private catering company.....
- 6) Town..... 6) County..... 7) Postcode.....
- 7) Contact name for private catering company.....
- 8) Telephone number for private catering company.....

PLEASE REMEMBER; We require current Health & Hygiene Certificates and a valid Environmental Health Certificate before we will permit external caterers in to the venue.

- 9) Name of private decorating company.....
- 10) Address of private decorating company.....
- 11) Town..... 6) County..... 7) Postcode.....
- 12) Contact name for private decorating company.....
- 13) Telephone number for private decorating company.....

Bar Service*Please Tick Appropriate Box*

- 1) Drinks service provided by the council - Open tariff.....Yes
- 2) Drinks service provided by the council - Private reception service..... Yes
(minimum spend of £200 required)

PLEASE REMEMBER; No drinks are permitted in to the venue unless authorised by a Venue Manager

PLEASE TICK ONE BOX IN EACH SECTION TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING POINTS BEFORE SUBMITTING THIS FORM

I have received, read and understood The Woodville conditions of hire, general information and the scale of charges for the current financial year.	<input type="checkbox"/>
I undertake to be bound by them and by the directions of any officer of the council and confirm that I am over 18 years of age.	<input type="checkbox"/>
I accept liability for the full payment of the amount due for this hiring	<input type="checkbox"/>
I understand that those attending the hire will be refused admission once the capacity level of the venue based on the layout plan confirmed is reached including children and babies in arms.	<input type="checkbox"/>
I will pay 25% non-refundable deposit within two weeks as requested and undertake to pay the balance of the account no later than twelve weeks before the event.	<input type="checkbox"/>
I understand and agree that all money paid towards this booking cannot be transferred to a different financial year.	<input type="checkbox"/>
I have indicated the name and address of all suppliers to be provided.	<input type="checkbox"/>
If an external private catering company is to be engaged I have listed this company's details on this application form and understand that the kitchen area must be cleaned by them to the satisfaction of the council (if not satisfactory a fee is liable to be charged to the customer). I also understand and will inform the catering company that portable ovens and gas rings/cylinders are not permitted in the venue and the cooking of food outside is prohibited.	<input type="checkbox"/>
I understand that any bar facility must close 30 minutes prior to the end of hire period.	<input type="checkbox"/>
I accept to be bound by the hire times stated on the application form.	<input type="checkbox"/>
I agree to supply Risk Assessments, Insurance Cover and Food Hygiene Certification where necessary.	<input type="checkbox"/>
I understand that the council has the right to demand additional fees as per the fees and charges if these times are not adhered to.	<input type="checkbox"/>
I have indicated the layout plan required for this event or will confirm within 4 weeks of the event.	<input type="checkbox"/>

Signed (the Hirer) **Date**.....

Please Note:- A 25% non-refundable deposit is required with this document duly signed and forwarded to The Woodville, Woodville Place, Gravesend, Kent DA12 1DD. This document-once signed, is only applicable to the current financial year.

The receipt of this document does not constitute an acceptance by the council and the facilities shall not be deemed to be hired until the applicant has received confirmation in writing. The responsibility and organisation of the hiring is through the person named on the completed application form and correspondence and/or instructions will only be entered into with this person or named representative.

Thank you for completing this form