



CALSTOCK ARTS

The Old Chapel, Sand Lane, Calstock, Cornwall PL18 9QX
telephone: 01822 833183 email and website : www.calstockartsvenuehire.co.uk

INITIAL ENQUIRY FORM

Name of Hirer:		
Address:		
Tel. No. E Mail Address		
Date of Hire Times am/pm		
Purpose of Hire, please tick below:-		
Wedding/Civil Ceremony, Registrar Booked?	<input type="checkbox"/>	
Blessings & Humanist Weddings	<input type="checkbox"/>	
Wedding Party	<input type="checkbox"/>	
Other Party, (21 & over)	<input type="checkbox"/>	
Funeral and Memorial Services	<input type="checkbox"/>	
Naming Days	<input type="checkbox"/>	
Corporate	<input type="checkbox"/>	
Recording, film, videos etc.,	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Public or private event?	<input type="checkbox"/>	

Number of Guests		
The Old Chapel seats 100 in the main Auditorium and 16 in the Gallery. This is the Maximum number of seated people permissible.		
In the main Auditorium we recommend 65 seated at tables and a further 20 in the Gallery. The Kelly Room can seat 50 at tables.		
In the main Auditorium we have 10 (150 x 95) folding tables, and 5 (75 x 95). In the gallery we have 4 fixed leg tables (75 x 75). In the Kelly we have 4 fixed leg tables (75 x 75) and 8 (120 x75)		
The main auditorium measures 9 x 9 metres excluding the window recess The Kelly Room is also 7.5 x 9 metres , supporting posts within that area.		
Hire Charges		
Main Auditorium and Gallery without the Bar, day hire 9.00 to 5.00 pm	£175	
Funeral and Memorial Services	£400	
Main Auditorium and Gallery evening hire, 5.00 to 11.00 pm	£175	
Main Auditorium and Gallery for a Wedding/Civil Ceremony – Friday and Saturday, (including Bank Holidays)	£600	
Mid-week Wedding/Civil Ceremony – Monday to Thursday	£400	
Note: The Wedding Ceremony charges includes two staff for 1 hour prior to, during and ¼ hour after the Ceremony to assist your guests.		
Humanist Wedding	£400	
Blessing	£350	
Recording, film, videos, etc.,	Price on Application	
Corporate: Up to 12 people	£400	
Additional participants per head	£20	
Use of whole building with wifi, projector etc., plus tea/coffee biscuits on arrival, mid morning and afternoon, bottles/jugs of water. Prices of activities and catering on application.		
Kelly Room Day Hire	£75.00	
Kelly Room Evening Hire	£75.00	
Kelly Room and Kitchen Day Hire, to include crockery for 80 place settings and kitchen equipment.	£150	
Kitchen Hire with crockery and equipment etc.,	£100	
Kelly Room and Kitchen Hire	£150	

Hourly hire rate	£25	
Note: The Caterer should check the equipment available in the kitchen. (No gravy boats!!)		
Note: An inventory of kitchen equipment to be completed at the end of the hire.		
Note: No deep fat fryers to be used.		
Note: All food waste and packaging to be taken away by hirer.		
Note: No dishcloths or tea towels are provided.		
Notes: Additional charges are made for the use of the building before and/or after the hiring.		
Preparations/decorations prior to the hire day £25 per hour.		
Arrangements should be made to clean the premises and remove decorations after the hiring or the following day - to be completed by 12.00 pm.		
Alternatively cleaning can be arranged by Calstock Arts:		
On Saturday or Sunday, (including bank holidays): £32 per hour for two cleaners		
Monday to Friday: £16 per hour for two cleaners		
Assumed 3 hours :	£96.00 Saturday and Sunday, inc Bank Holidays	
A refund will be made if cleaning is completed in less time but an additional charge will be made if more time is required.	£48 Monday to Friday	
Tables Arrangements will be made by the hirer although additional staff can be arranged if required and a charge made.		
Tables and chairs must be returned to their original location. Any movement of tables must be by the outside staircase.		
Amplified music equipment as demonstrated is required/not required.		
Because of our close proximity to residential property, any entertainment must not exceed the noise level of 96 decibels.		
All music or entertainment must cease at 10.45 pm and the building vacated by 11.30pm		
Blue/white tack, sticky tape or nails not to be used when decorating. Any hanging decorations must be hung on hooks provided and with our equipment. No large ladders to be used.		
The chrome lighting square above the stage area cannot be used for decoration purposes.		
Drinking and smoking is not permitted in front of the building – in compliance with the property license. Any person taking an outside break should use the designated area outside the Kelly Room double doors.		

BAR: The Old Chapel is licensed and has a bar in The Gallery. The Bar charge is not included in our Hire Charge of the Auditorium or Kelly Rooms. If you plan to have any drinks (except tea or coffee) at your event, you must make a bar booking whether or not the bar is open. Please contact our Bar Manager to discuss all your drinks requirements and/or corkage charges for the hiring: email: bar@calstockarts.org for details. We recommend that you discuss your bar requirements before finalising the venue booking.

DEPOSITS

A none refundable deposit of £150 is payable to secure the booking.

A further deposit of £100 is required when the Booking Invoice becomes due. This covers any damage to the building and fixtures and fittings or extra cleaning required that is not covered by prior arrangements.

Cheques for a deposit are payable to Calstock Arts and should be returned to the address above, together with a copy of this document.

Bank transfers to:

Co operative Bank Sort Code 08 92 99 Account Number 65347698 Reference: Date of your event

Please sign to confirm that these details have been explained and that you have received a copy of the **Conditions of Hire.**

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