



11, St James Street,
Halifax, HX1 5SU.
01422 200334

Email: info@thestudiorooms.com

Note: This is an example of the contract for an evening function

APPLICATION TO HIRE: CONTRACT. Date:.....

Name of Hirer:Date of Hire:

Address:

.....

Email:

Telephone number.....

Purpose of Hire:

Estimated number attending:

Rooms required:

Room number 1: 47ft x 27ft

Room number 2: 24ft x 15.5ft..... Both rooms.....

Required time of access: Finish time:

Please circle points below:

Are Bar facilities required? Yes / No

Is the kitchen required? Yes / No

The kitchen is to be left in a clean state at end of hire.

Two ovens are supplied if required.

Is a DJ required? Yes / No

Is a sound system required? Yes / No

CONDITIONS FOR HIRE:

1. Drinks, alcohol or soft drinks will not be permitted to be brought in. All drinks to be purchased via the bar.

2. Lighting and heating of the room to be agreed, and the citing of the chairs and tables, please give notice as to your requirements.

3. The Studio Rooms hold a PRS license for the playing of music. If a show or concert should be required there will be an additional charge to extend the license cover. All conditions attached to the license, and the Justices license must be adhered to in every respect.

4. The hirer is responsible for the cost of making good any loss of property or repair costs for damage to the premises and its fittings / equipment no matter how it so occurs, whether it be accidental, incidental or intentional. All rooms including the toilet area to be left in a clean and tidy state remove all personal effects and equipment, any rubbish from the event to be removed. Note: Additional charges could be made if this is not adhered to.

A £50.00 Deposit is required with all bookings.

5. The Studio Rooms do not accept responsibility for any item or equipment that is brought in the premises. All electrical products to be PAT tested if over twelve months old and only used with the permission of the management.

6. Special Birthday parties, e.g. 21st, will require extra stewards, these will be charged at £15.00 per steward per hour. Request for specialist drinks e.g. Wine / Champagne can be obtained.

7. The fixing of any form of decoration, flag, banner or signs to any part of the building inside or outside, must have the managements permission.

8. Should you require outside caterers, you must instruct them to leave the kitchen area in a clean and hygienic condition, if extra cleaning is required additional costs will have to be paid.

9. The premises will not be used for the sale of goods, unless by prior agreement.

10. No animals are permitted into the building, except guide dogs.

11. Bookings will be cancelled without notice or liability if the payment or contract is not returned by the due date as printed on the contract. Should a booking be cancelled after any payment or part payment has been made, it will not be refunded, however a booking can be carried forward to an agreed date with the Management approval. Any expense that The Studio Rooms have entered into with reference to the booking must be paid for in full.

12. The contract is between The Studio Rooms and the Hirer. Sub letting is not permitted.

13. The Studio Rooms cannot be liable for any loss due to breakdown of machinery, failure of the electricity supply, leakage of water, fire, government restrictions, Act of God, the declaration of a period of mourning, or anything that may cause the rooms to be temporarily closed, or the function to be interrupted or cancelled.

14. During the function the Hirer is responsible for supervising the event with such as the effective control of children, safety of people entering and leaving the rooms and safe clearance of the area in the event of an Emergency. All fire doors must not be obstructed and any person assisting must comply with any reasonable requests made by the Management. The Hirer must see all guests off the premises before departing themselves.

15. The maximum number of guests to be 150 in accordance with the license.

16. Please note that the Justices license states that The Studio Rooms are non-smoking.

17. No Tap dancing to be carried out or Tap shoes to be used at anytime.

Payment is to be made to THE STUDIO ROOMS by BACS Transfer.

I certify that the Hirer:.....is over 18 years of age and that I am duly authorized to act on behalf of the function as listed in the contract, I will be responsible for the payment to be made in connection with this application. I also understand that it is my responsibility to comply with the conditions of the hire.

Signed.....Printed.....Dated.....

Further comments or requirements:

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Please return this form to:

The Studio Rooms,
11, St James Street,
Halifax. HX15SU.

Telephone: 01422 200334.