

The Forum (Northallerton) Ltd – Pricing Schedule

1st September 2023

The Forum is now VAT registered. Whilst room hire is exempt from VAT, a number of our additional charges for facilities and services will, from 1st September 2023, be subject to VAT at the standard rate.

Facility	Category	Charge £ / Hour	Comments
Main Hall	Performance or public event	£66.55	<p>Includes use of stage, tiered and floor seating, lighting and sound equipment, use of backstage rooms. Hirers wishing to use other areas (such as Hall 2 or Meeting Room 1) are able to do so for a £12.25 surcharge per room per hour, subject to availability.</p> <p>The £66.55 charge will apply from 1 hour before the start of the event and for its duration.</p>
Main Hall	Rehearsal or set up for above events	£32.00	<p>Use of stage, basic sound equipment, tables and chairs available. Use of backstage rooms.</p> <p>All other equipment, including raked seating, lighting and sound equipment may be used but is subject to a surcharge as below.</p> <p>If the hirer requires the rake seating setting up in its entirety for a rehearsal then a charge of £31.00 + VAT will be made.</p> <p>On the day of the event itself, hirers wishing to use other areas are able to do so for a £12.25 surcharge per room per hour, subject to availability.</p>
Main Hall	Space only, for use by groups, or for private parties	£32.00	<p>Use of stage, basic sound equipment, tables and chairs available.</p> <p>All other equipment, including raked seating, lighting and sound equipment may be used but is subject to a surcharge as below.</p> <p>There will be a charge of £31.00 + VAT made for setting up and taking down tables, chairs, and rake seating, for parties, events or conferences for over 30 people. This is for events that do not fall under the £66.55 p/h bracket.</p>

Main Hall Stage area	Set-up – scene painting, adjustment of lights to stage area and other minor works on stage	£16.00	Use of stage and backstage scene dock area only. At discretion of the Forum Manager a production team member(s) may be able to undertake work on stage that does not interfere with other usage of the hall and if appropriate behind the stage curtains and with the agreement of the Hall Hirer.
Hall 2	Performance or public event	£37.00	Includes use of fixed lighting and sound equipment, as well as set up of chairs and tables. The £37.00 charge will apply from 1 hour before the start of the event and for its duration.
Hall 2	Space only	£18.00	Tables and chairs available There will be a charge of £31.00 + VAT made for setting up and taking down tables and chairs for parties, events or conferences for over 30 people. This is for events that do not fall under the £37.00 p/h bracket.
Meeting Room 1	Space only	£13.00	Tables and chairs provided
Meeting Room 2	Space only	£12.50	Tables and chairs provided
Meeting Room 3	Space only	£10.00	Tables and chairs provided.
Kitchen	Included	--	The kitchen is available for use by any groups hiring any of the facilities above. The inclusive use of the kitchen facilities for the preparation of drinks by hirers is on the strict understanding that the facility is left clean and tidy at the end of the booking period. Any failure to do this may result in additional charges being levied for cleaning and/or the withdrawal of this facility.
ICT Services	Projector	£6.00 +VAT	LCD/PowerPoint projector and screen as available. Please note this is not available in Meeting Room 3.

Stage Lighting	£10.00/hour + VAT	Only charged on Rehearsal/Space only rates when performance rate does not apply.
Additional Sound Equipment	£6.00/hour + VAT	Only charged if the Main Hall system is supplemented.
Technical set up service in advance of hire	£31.00/hour + VAT	When a hirer requests technical support and set up – for example for lighting equipment, and this is to be completed in advance of the period of hire, then an additional hourly charge will apply.

Technical Support Service – during period of hire	£19.20/hour + VAT	When a hirer requests technical support and set up – for example for lighting equipment, and this is to be completed during the period that the hirer is undertaking their own set up and paying the relevant hire charges, then an additional hourly charge will apply
Corkage Charge	£5 +VAT per bottle	With the agreement of the Forum Manager hirers may be permitted to serve their own wine at parties – for example for a welcome drink or toast. A corkage charge per bottle will be made. This charge is made as a contribution towards the lost profit we would otherwise make at the bar.

Notes

1. All charges applied to bookings must relate to the above schedule of charges.
2. Where a hire extends beyond midnight the hourly room rate charged will be subject to a premium of 50% of the hourly rate referred to in the schedule increasing by a further 25% from 1 am and for each additional hour thereafter
3. Half-hourly bookings to be applied pro rata.
4. The use of the cinema projector in the main hall is not included in the normal hiring arrangements because of the specialist nature of this equipment. Use may be permitted, at the discretion of the Forum, and an additional charge of **£25.50 + VAT** per hour will be made.
5. Basic sound equipment in the Main Hall means use of the back stage mixer and fixed speakers to play music or to use a microphone. Basic sound system in Hall 2 means use of the fixed speakers via the audio panel.
6. Some organisations may wish to leave equipment or stage effects in the Hall or on the stage in the period before an event. Prior agreement must always be sought for this, and the Forum reserves the right to refuse permission or charge extra if this has an impact on other users or potential users of the space affected.
7. One off bookings are only confirmed on receipt of a booking form and the payment of a deposit, which will be the lesser of £50, or the cost of the booking.
8. Credit terms will only be extended at the discretion of The Forum.
9. Private parties and functions must be paid for no less than 14 days in advance of the function.
10. A scheme of cancellation charges applies, and is set out in the Forum Terms and Conditions of Hire.

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