



ROOM HIRE PRICES – 2011 PRICES

Rooms	Size	Standing Capacity	Seated Capacity	Hourly	Daily (8 hrs)	Weekly (5 days)
Council Chamber (inc Dressing Rooms)	14.75 x 10m	200 max	160	£90	£576	£2,304
Members Library (inc Cloakroom)	10.50 x 7.75m	50 max	25 – 40	£55	£352	£1408
Members Bar (inc Bon Bons and Treasures Rooms)	10.2 x 8.7m	50 max	25 – 40	£50	£320	£1280
Ladies Retiring Room	8.3 x 5.3m	50 max	25 - 30	£30	£192	£768

Checklist

BAC aim to provide a bespoke and personal experience when hirers hold events here. We are always on hand to answer and questions and to support you in producing a high-quality and memorable Event that is tailored to your specific requirements. From experience we recommend you consider the following items to have a successful Event:

- ✓ **Which size space do you require?**
- ✓ **What are your lighting requirements?**
- ✓ **What are your sound/music requirements?**
- ✓ **Do you need any other technical support?**
- ✓ **What are your catering requirements?**
- ✓ **Which bar/drinks options will you need?**
- ✓ **Start and finish times (you will need to factor in set-up and clean up time into your hours of hire)**

NOTES:

- All rooms must be hired for a minimum of 2 hours
- All rates are inclusive of VAT.
- Discounts for charities and non-profit making arts organisations are available on application
- We provide Duty Management personnel (based on numbers attending) to ensure the smooth and safe running of your event, and will lay out the space with tables and chairs according to your requirements

For further information on our Grand Hall or Lower Hall spaces or to request a copy of our Terms and Conditions please visit our website www.bac.org.uk/hires/terms where you can download a copy for your reference. We always recommend you fully read our Terms and Conditions before entering in to any contract.

Technical Support

BAC's technical 'bolt-on' packages provide you with the opportunity to create a bespoke experience when hosting your event here and our professional and friendly technical team are on hand for any additional support you may require.

Please contact the Event Team with your requirements for more information

When you purchase two bolt-on packages, save £50. (Please ask for further details).

Bar & Alcohol Options

BAC has sole and exclusive rights to operate the bar facility and to sell alcohol on the premises. In our smaller spaces we can offer bar options but this would need to be decided on a case by case basis. Please contact our Events team for further information.

Catering

BAC offer various menu's from Cold Buffet's for meetings and lunches to 3 course wedding menus. Please contact our events team for more information.

Our experienced catering team are always willing to take requests and create bespoke menu's where possible, so please ask if you have any specific requirements.

Catering Surcharge

By paying the catering surcharge you will be permitted to bring any catering of your choice. BAC will apply a 25% surcharge for any food and soft drinks brought consumed on our premises.

Deposits

Holding Deposit

The Holding deposit is charged at 25% of your overall hire and along with your contract, confirms the booking date. This is a NON-REFUNDABLE deposit and will be put towards your overall hire costs.

Refundable Security Deposit

BAC requires a separate security deposit for any damages or penalties that may be incurred during your hire. This amount will be calculated depending on the size of your event. Should there be no problems with your event, it will be refunded to you with 2 weeks of your event date. For more information on the Refundable Security deposit, please refer to section 6 of BAC's 'Terms and Conditions of Venue Hire' document.