



Information on hiring rooms at Johnson Place

The Hamlet
Johnson Place
Norwich
NR2 1SJ

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Introduction

The Hamlet Charity is prepared to hire out certain areas in order to promote greater community use of the centres, particularly where activities relate to children with disabilities and/or their families.

Whilst the Hamlet premises will not be hired to groups at a loss, a decision to offer preferential rates to some categories may apply at the discretion of the trustees.

Hamlet will issue the Hirer with an Application to Hire Form which must be signed and returned to the Hamlet along a deposit for the hire.

All charges relating to the hiring of Hamlet premises must be paid in full before the start of the hire.

The following pages contain questions and answers which we hope you will find useful.

Do I need insurance?

Any prospective Hirer of Hamlet premises (including HCT grounds), must have **Public Liability Insurance** to cover them in the event of their being held liable for damage to Hamlet property of injury/loss to individual(s).

The current minimum level of cover is £5 million and the Hirer must provide the Hamlet with a copy of their valid Certificate of Insurance prior to the start of the hire period.

What if I don't have my own insurance?

If the Hirer does not have such insurance then Hamlet will charge the Hirer an insurance premium equal to 5% of the Hiring Fee. In the case of a low level hiring, the insurance premium must never be less than £1 per session.

Can I give the trust telephone number as a point of contact for the people in my group?

No. Any messages or enquiries relating to you and your hire must be directed to you and not via the trusts. All your literature must be very clear on who to contact.

What if I need more space for my hire?

You are only authorised to use the areas of Hamlet agreed in your Application to Hire Form. If you feel this doesn't meet your needs then please discuss this with our Site Manager and we will do our best to assist you. Please ensure that the group using our centres are aware that they can only use these previously agreed areas.

What if there's a problem regarding the site – is there someone I can contact?

Once the hire contract has been agreed, if the hire is out of trust hours, there will be a staff member to contact on site.

What happens if there is any damage?

In the event of damage already being done on your arrival for the period of your hire, please advise the staff member immediately, or you could find yourself being held responsible. Likewise, any damage done during your period of hire must also be reported to the staff member. In this case, an agreement will be reached between you and the Hamlet regarding the repair of the damage but the cost will be borne by the Hirer.

Who is responsible for personal belongings?

You, as the Hirer, are responsible for any personal belongings of anyone in your group. If personal items are left behind we will keep them here at the centre until the next time, or until they are collected by the owner. Hamlet is not responsible for any personal belongings.

Are refreshments provided?

No but the kitchen is available for hire.

Do I have to pay VAT?

No

The Hamlet Charity has the right to terminate any hire if the Hirer is not using the premises

for the purpose on the Hire Agreement

The Hirer must only use the areas
of Hamlet specified in the Hire Agreement

Rooms Available for Hire

The Hall (Inc kitchen)

Up 70 persons depending on layout of the room
£50 am / pm / eve session £100 Saturday evening
Children's birthday party £100 (3.5 hours) Sunday

The Meeting Room (SRC)

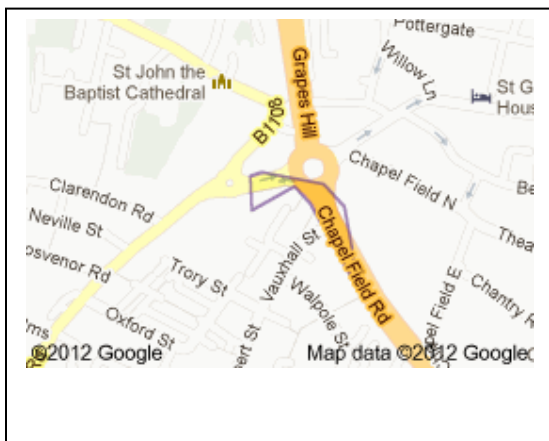
Up to maximum of 6 persons per session

Suitable for short meetings (up to 2 hours)
Monday – Friday 8 am to 5 pm £10 per hour

Soft Play Room

An additional £30.00 hire for any 3.5 hour session

How to find us:
Johnson Place, Norwich, NR2 1SJ



Parking is available, but might be restricted at certain times. (To be discussed at time of booking)

Telephone 01603 766566 or email admin@thehamletcharity.org.uk

We strongly recommend you visit the centre before booking.

Additional fee for caretaker, if hired at evening or weekend, will be applied. Cost dependant on hire, this will be discussed at time of hire.