



Overcoming Barriers, Creating Opportunities  
for Children and Adults with Disabilities

# Information on hiring rooms at Johnson Place

The Hamlet Charity  
Johnson Place  
Norwich  
NR2 1SJ

Telephone: 01603 766566

Website: [www.thehamletcharity.org.uk](http://www.thehamletcharity.org.uk)

## Introduction

The Hamlet 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 with 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. Please pay in cash or by bank transfer as we are charged for cheques

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<b>Account Name:</b>	The Hamlet
<b>Sort Code:</b>	40-52-40
<b>Account No:</b>	00011097
<b>Ref:</b>	Room Hire

### **FAQs:**

#### **Do I need insurance?**

If you are a family using our services, no. The Hamlet insurance policy covers you as room hirers.

If you are hiring the room/building and providing a service, you must have **Public Liability Insurance** to cover you and your service users in the event of 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.

### **Can I give The Hamlet 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 Hamlet.

### **What if I need more space for my hire?**

You are only authorised to use the areas of The Hamlet agreed in your Application to Hire Form. If you feel this doesn't meet your needs then please discuss this with our 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 Hamlet hours, there will be a staff member to contact.

### **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. The Hamlet is not responsible for any personal belongings.

### **Are refreshments provided?**

No, but the kitchen is included in the hire.

### **Do I have to pay VAT?**

No

The Hamlet 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

## Costs

**MAIN HALL** 3.5 hours (including set up and tidy up) **£90**

For the use of the hall, kitchen, courtyard and toilets (care room)

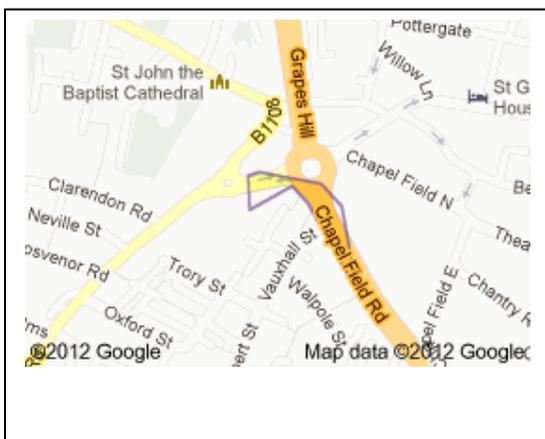
**Main hall** - Soft play equipment is available for an extra **£25**

**Sensory Studio** **£15** per hour

**Meeting space (The Hive)** **£10** per hour for 6 people

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)

Contact: 01603 766566  
admin@thehamletcharity.org.uk

We strongly recommend you visit the centre before booking.