

Wat Tyler Centre  
Wat Tyler Country Park  
Pitsea Hall Lane  
Pitsea  
Essex  
SS16 4UH

Tel: 01268 465388

Mob: 07715 752726

Fax: 01268 465407

[www.basildon.gov.uk](http://www.basildon.gov.uk)

[steve.prewer@basildon.gov.uk](mailto:steve.prewer@basildon.gov.uk)

[julie.graham@basildon.gov.uk](mailto:julie.graham@basildon.gov.uk)

Dear

Thank you for your interest in using the facilities of the Wat Tyler Centre for weddings, performances, conferences, receptions, seminars or exhibition purposes.

The Wat Tyler Centre offers excellent opportunities for a range of uses. The details of the various options are included in this pack and to commend this exciting new venue to you.

If you require any more information please feel free to contact me on the above telephone number. I look forward to receiving your enquiry.

If you would like to view the centre to inspect the facilities, I would be pleased to show you around at a mutually convenient date and time.

Yours Sincerely

Steve Prewer  
Open Spaces Manager  
Wat Tyler Centre

## **WAT TYLER CENTRE**

### **Conditions for Hire**

Basildon District Council has absolute discretion as to the hiring of its facilities and reserves the right to refuse payment for the hiring other than in cash or bankers draft or to refuse hire of its facilities.

#### **Deposits and Payment of Hire Charges.**

A deposit determined by the Council of at least 10% of the quoted cost must accompany all applications for the hire of the Wat Tyler Centre. The deposit shall form part payment of the hire charge in the event of the application being approved. The balance of the hire charge must be paid within 30 days of receipt of final invoice.

Deposits are non refundable unless termination of hire is invoked by the Council through circumstances beyond its control.

All hire charges are based on a 4 hourly rate with a minimum charge of 4 hours being applied.

### **Booking forms and deposits must be returned within 14 days of provisional booking being made.**

The Council shall reserve the right to remove provisional bookings from the diary without further recourse to the hirer if the booking is not confirmed within 14 days of the provisional booking being made. The booking will only be confirmed when the fully completed booking form and appropriate deposit has been received by the Council.

#### **Damage**

The hirer is responsible for the preservation of good order during the hire period and for any damage to Basildon District Council property during, or as a consequence of, the hiring. Basildon District Council may make good any damage and recover any costs from the hirer for such damage at a minimum charge of £40.00.

The Council may request a refundable damage deposit be paid in the sum of £500.00 from which the costs of making good any damage to any Council premises or equipment, or the excesses of any insurance claim the Council may have to make as a result of the hire may be funded.

#### **Use of Equipment**

The hirer shall not be permitted to operate or use any technical equipment including projectors, lights, sound, staging etc. unless authorised to do so. If authorisation is granted a suitable operator of the equipment will have to undergo an induction by BDC staff.

The Council can provide qualified and experienced technical staff to operate the above during hire periods and the hirer shall be liable for any additional costs incurred as a result of employing technical staff.

## **Supervision**

The Council is unable to accept bookings from persons under the age of 18 years. All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community or staff by their use of these premises.

The hirer shall during the hiring of the Wat Tyler Centre be responsible for the efficient supervision of the space hired within the Wat Tyler Centre, the effective control and orderly and safe admission and departure of persons to and from the Wat Tyler Centre, and the safe clearance of the hired premises in case of emergency.

The hirer shall during the hiring of the space within the Wat Tyler Centre be responsible for the safety of the space and the preservation of good order and decency therein.

## **Supervision of Children**

It is vital that the ratio of adults to children is adequate to ensure safety. The standard ratios under the Children Act for children under 8 are as follows:

- under 2 years: 1 adult to 3 children
- under 3 years: 1 adult to 4 children
- under 8 years: 1 adult to 8 children
  
- For children over eight the recommended ratio is two adults for up to twenty children and one additional adult for every ten extra children

Where children are performing it is the express duty of the hirer to ensure that all appropriate licences and permissions are in place.

## **Building Evacuation**

***The Hirer is responsible for providing responsible persons to act as ushers to evacuate the Centre on the instruction of the Duty Manager if the need should arise.***

***The Hirer is responsible for ensuring ushers are briefed on the safety procedures as explained by the duty manager prior to the start of the hire period.***

***The Hirer shall ensure that all persons under the Hirers control, including any audience, shall be safely evacuated to the designated evacuation assembly point.***

***No persons will be allowed to re-enter the centre until the attending fire officer has given his permission.***

***The Hirer shall ensure they are familiar with all fire exits routes and that they are kept clear during occupancy.***

**PLEASE NOTE IT IS A MANDATORY REQUIREMENT FOR THE HIRER TO SUPPLY USHERS FOR THEIR BOOKING. THE MANAGEMENT OF THE WAT TYLER CENTRE RESERVES THE RIGHT TO CANCEL A BOOKING UP TO AND**

**INCLUDING THE START OF THE BOOKING IF THE HIRER HAS FAILED TO SUPPLY A SUITABLE NUMBER OF RESPONSIBLE USHERS. IF THE BOOKING IS CANCELLED DUE TO THE HIRER FAILING TO PROVIDE SUITABLE USHERS THE FULL COST OF THE HIRE WILL STILL BE DUE.**

### **Cancellation of Booking**

Notification of cancellation of a booking must be made in writing to the Operations Manager, Wat Tyler Centre, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Essex, SS16 4UH, and received at least fifteen days in advance of the hire date. Basildon District Council reserves the right to retain any booking fees paid.

### **Catering**

The Wat Tyler Centre Caterers will undertake the provision of **all** catering and refreshments. No other person or caterer will be allowed to supply drinks or food at any function or meeting held at the Wat Tyler Centre unless their dietary requirements cannot be met by our caterers, nor without the authorisation of the Catering Manager for the Wat Tyler Centre.

Catering can be arranged by contacting the Catering Manager Glynn Edwards on 07506718640 or 01268 465466 or emailing [Glynn.edwards@basildon.gov.uk](mailto:Glynn.edwards@basildon.gov.uk)

Where permission is granted by the Council for the hirer to provide food and drink the hirer shall ensure that the person(s) providing the food and drink are a registered food business and that all persons involved in the preparation and sale of food and drink are in possession of a valid Basic Food Hygiene certificate. The outside caterers shall have no right of access to the main kitchen or café area for the preparation, storage or serving of food or drink.

### **First Aid**

The Council do not provide first aid facilities and the hirer should ensure that a sufficient number of trained first aiders are present during the hire period and that sufficient first aid supplies are available.

### **Insurance**

Basildon District Council provides certain insurance cover in respect of its own buildings, furniture and fittings. The hirers attention is drawn to the fact that the insurance so provided does not extend to 3<sup>rd</sup> party goods, equipment or things other than those provided by Basildon District Council.

### **Bill posting**

Hirers are reminded that it is illegal to advertise events held at Basildon District Council premises by billposting. For further information please contact the Open Spaces manager.

The Council will, on request, and at the management's discretion allow suitable posters to be displayed within the Wat Tyler Centre prior to the hire period.

### **Scale of Charges**

The scale of charges for the Wat Tyler Centre shall be in accordance with the scale of charges laid down by Basildon District Council.

Basildon District Council reserves the right to vary the scale of charges, but it will honour an agreed charge for a confirmed booking at the time of variation of the scale.

### **VAT**

VAT at whatever rate is applicable at the time is included in the hire charge.

### **Priority Booking**

Basildon District Council reserves the right to use the Wat Tyler Centre at any time and to take priority over any bookings. The Council will endeavour to find suitable accommodation where appropriate and give a minimum of 28 days notice of such use.

### **Licensee**

The Licensee of the premises is Mr. Paul Brace c/o Basildon District Council, Towngate Theatre, St Martins Square, Basildon Essex, SS14 1DL.

Where an amendment to the normal licensing hours is required all requests must be made in writing to the Licensee at least 8 weeks prior to the date the licence is required. No request will be considered unless the stated notice period is adhered to. Basildon Council cannot guarantee the granting of any request for a licence variation.

### **Consumption of Alcohol**

The consumption of alcohol, other than that purchased from the licensed bar is strictly forbidden, except wine and beer purchased with food.

### **Special Conditions**

Where special conditions conflict with the general conditions then special conditions as attached shall apply.

**PLEASE NOTE THAT FOR ALL BOOKINGS MADE FOR THE  
PERIOD 01/01/11 – 31/03/12**

**THE FOLLOWING CHARGES WILL BE APPLIED**

	<b>Wat Tyler Centre Charges 2011/12</b>	<b>Per ½ Day (up to 4 hours)</b>	<b>Per Day (more than 4 hours)</b>
<b>1</b>	<b>Nobel Room (inc VAT)</b>	<b>£385.00</b>	<b>£550.00</b>
<b>2</b>	<b>Bittern Room</b>	<b>£137.50</b>	<b>£192.50</b>
<b>3</b>	<b>Diamond Suite 1</b>	<b>£192.50</b>	<b>£247.50</b>
<b>4</b>	<b>Diamond Suite 2</b>	<b>£192.50</b>	<b>£247.50</b>
<b>5</b>	<b>Diamond Suite 1 &amp; 2 (as 1 room)</b>	<b>£330.00</b>	<b>£440.00</b>
<b>6</b>	<b>Diamond Suite 3</b>	<b>£137.50</b>	<b>£192.50</b>
<b>7</b>	<b>Heritage Barn</b>	<b>£137.50</b>	<b>£192.50</b>

Hire charges include 1 member of staff to open and close building and for the safety and well being of the hirers.

# BOOKING FORM FOR HIRE OF THE WAT TYLER CENTRE

(A separate booking form must be completed for each period of hire)

**COMPANY NAME:**

(Registered Company name or name of individual, in which invoice should be raised.)

**ADDRESS:**

**CONTACT NAME:**

**TELEPHONE No.**

**EMAIL ADDRESS:**

**MOBILE:**

**DATE/S OF HIRE:**

**NATURE OF EVENT:**

**No. OF PEOPLE ATTENDING:**

**AREA/S (please circle all those areas that are required):**

Nobel Room/ Bittern Room/ Diamond Suite 1/ Diamond Suite 2/ Diamond Suite 1 & 2/ Diamond Suite 3/Heritage Barn

Please enter the date and time venue is required

DAY	MON	TUES	WED	THUR	FRI	SAT	SUN
DATE							
FROM (time)							
TO (time)							
Total Hours required							

*I enclose a non refundable deposit of £ \_\_\_\_\_ made payable to "Basildon Council"*

Once signed the hirer is liable for full fees as outlined in the conditions of hire:

**Name:**

**Address:**

**Tel No:**

I sign this agreement on behalf of: \_\_\_\_\_ whose authority I have to commit to the terms and conditions attached and I confirm that I have received a copy of the Wat Tyler Centre's conditions of hire.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **CATERING**

Catering is offered by the Wat Tyler Centre Cafe. Catering can be arranged by contacting the Catering Manager on 01268 465466 or by emailing [Glynn.edwards@basildon.gov.uk](mailto:Glynn.edwards@basildon.gov.uk)

## **FIRE PROCEDURE FOR USERS OF THE WAT TYLER CENTRE**

In order to ensure that we provide a safe environment for users of the Wat Tyler Centre it is necessary to maintain a high standard of awareness with regard to evacuation of the building when the Fire Alarm is sounded.

Could you please ensure that a member of the group whom you are booking the venue for takes responsibility for informing all persons attending of the following information:

- Location of Fire Exits and Fire Notices (on the doors and walls of public areas).
- Assembly point for public opposite the barn in the adjacent meadow.

Where persons with disabilities are present it would be helpful if a member of the group were assigned to assist them during the evacuation process.

This information should be given on arrival at the venue and should there be a change of persons attending the information should be repeated.

If you have any concerns during your attendance please speak to a member of the duty staff

Particular attention must be given to the following points:

- Any disabled persons in your group should be taken to the assembly point by the nominated person(s) in your group and they should remain together
- If any of your group are unaccounted for please advise the Council's Duty Lead Officer immediately
- Do not attempt to re-enter the building until authorised by the Council's Duty Lead Officer or the attending Fire Brigade Officer.