



Terms and Conditions

Charges

Facilities	Daily - Charge Per Hour	Evening Weekend
Cooper Hall	£18.00	6.00pm - Midnight £180.00 Friday / Saturday Evening
Allan Duncan	£15.00	
Dennis Scates	£15.00	

***Minimum Charge 3 hours unless block bookings.**

****All Bookings will include 30 minutes non chargeable either side of bookings to allow for set up/clear up**

Extra Facilities	Discounted Rates
<ul style="list-style-type: none"> • Inflatables £10.00 • Bar £100.00 (Flat Rate) • Kitchen £2.00 per Hour • Cleaning by arrangement £100.00 	<ul style="list-style-type: none"> • Block Bookings 10% reduction • Charity Rate £100.00 / or hourly whichever is less • Wedding (Friday Evening & All-Day Saturday) £400.00

*****Bookings will be invoiced once accepted and payment will be required 1 Month prior to booking date.**

Conditions of Booking

- The Millennium Centre shall not be responsible for the damage or loss of any personal items left in the Centre prior to or following your function or in the parking area.
- Please instruct your Disco/Entertainment they are to be finished in line with the Music License
- The bar will close in line with Licensing Conditions.
- The room should be left clean and tidy ready for the next customer within the 30minutes you are allocated to vacate.
- A responsible adult must be on site and all children to be supervised.
- Any Damage caused to any part of the Millennium Centre or equipment the Customer will be liable for the cost of repairs
- If you wish to decorate with Posters, Balloons etc on walls please seek consent prior to booking.
- The Red Lodge Millennium Centre reserves the right to refuse the use of its name in any advertising or publicity.

Cancellation:

- Cancellation 14 days prior to Event - 50% of Booking will be charged
- Cancellation less than 14 days prior to Event - 100% of Booking will be charged

Red Lodge Millennium Centre reserves the right to cancel or amend any bookings.

- If the Millennium Centre or any part is closed due to unforeseen circumstances, alterations, decoration or by order of any public authority
- If the payment is still outstanding