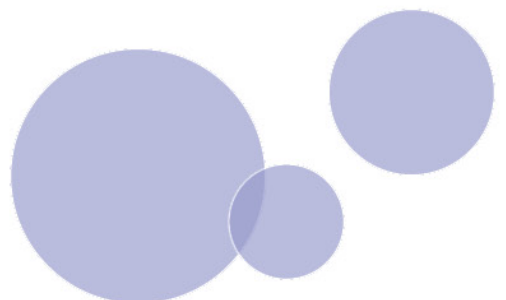


FACILITIES INFORMATION PACK

1. CONFERENCE & PRESENTATION SUITES
2. IT & E-LEARNING SUITES
3. THEATRE & LIGHTING FACILITIES
4. SPORT & FITNESS FACILITIES
5. BAR & CATERING FACILITIES
6. FUNCTION ROOM
7. MULTI-PURPOSE MEETING & TEACHING ROOMS



FACILITIES OVERVIEW

Including on-site parking for 160 cars

Conference & Presentation Suites

- Adjustable conference table layouts which can seat up to 24 people
- Lecture style seating for up to 100 people
- Projector and electronic whiteboard
- Video conferencing



IT & E-Learning Suites

- A variety of IT rooms are available with up to 29 computers in each room
- An open IT Suite with projector, electronic whiteboard, printing facilities and 45 computers
- Internet access available on request



Theatre & Lighting Facilities

- Tiered seating for up to 198 people extending to 258 with additional loose seating
- State of the art professional lighting rig and mixing desks
- High quality long throw projector
- Sprung floor performance area with raised stage available on request



Function Room

- Seated banqueting for up to 150 people with dance/performance space



Sport & Fitness Facilities

- Indoor and outdoor courts for a variety of sport uses
- Flood lighting available
- Full range of resistive and cardio fitness equipment
- Male and female changing facilities (including showers) are available



Bar & Catering Facilities

- Newly refurbished, fully licensed bar
- Late licence available on request
- Full catering is available for any event and a variety of menus are available



Multi-Purpose Meeting & Teaching Rooms

- A variety of rooms are available for meetings, adult education, IT, art, cookery, and much more
- All rooms are fitted with projectors and electronic whiteboard



HIRE COSTS - 2012

Facility	Cost Per Hour Unless Otherwise Stated		
	Mon-Thurs	Fri-Sat	Sunday
Theatre Hire			
Without Performance Lighting	£35	£45	£50
With Performance Lighting	£48	£55	£60
Theatre Technician	£20	£25	£30
Temporary Flooring* For the Theatre only	£50 (per booking)		
Conference Room	£25		
Video Conferencing For the Conference Room only	£40		
Presentation Suite	£30		
Sports Hall	£25		
Multi Games Court			
Without Flood Lighting	£25		
With Flood Lighting	£30		
Classrooms			
Normal Room	£20		
IT Suite*	£25		
E-Learning Suite (45 PC's)	£30		
IT Technician	£20		
Classroom/Open Space Learning Area As a changing facility	£7.50		
Sports Hall As a changing facility	£15		
Licensed Bar Available by prior arrangement	No charge – refreshments payable		
Hospitality Suite	£20		

*The temporary flooring must be used in the Theatre if any performers are using tap shoes

Catering facilities are available upon request

Smoke & haze machines are available at an additional charge

Rates may be negotiable for multiple bookings. Please call us for details on: 01332 386765

GENERAL BOOKING FORM

Name of Club/Organisation:	
Type of Activity/Function:	

1st Contact			
Full Name			
Address			
Postcode			
Daytime Phone Number		Evening Phone Number	
Email Address			
2nd Contact			
Full Name			
Daytime Phone Number		Evening Phone Number	
Contact Name for Fire Safety See attached Fire & Evacuation Procedure			

Facility	Please Tick	How many people?	Date Required	Day Required	Time Required		Booking Frequency
					From	To	
Sports Hall							
Multi Games Court							
Theatre*							
Conference Room**							
Presentation Suite**							
Classroom							
IT Suite							
The Bar							

*If hiring the Theatre please complete the additional 'Theatre Booking Form'. Multiple dates can be detailed on the extra form.

**Conference Room/ Presentation Suite Hire: Please tick as applicable:

	Conference Table Specify up or down	Rows of Chairs Specify how many	PC & Projector Please tick if required
Conference Room			
Presentation Suite			
Additional Information Room layout, etc			

Catering Required	Yes <i>Please complete "Catering Booking Form"</i>	No
Payment Method	Cash	Invoice
Any Additional Information		

I/We agree to abide by the Conditions of Use for Landau Forte College Derby. Enclosed is a signed copy of the Terms & Conditions.

Signed:.....Date:.....

For and on behalf of:..... Position:.....

Please return this form to: Ruth Sokolowskyj, Landau Forte College Derby, Fox Street, Derby, DE1 2LF
Email: sokolowskyj@landau-forte.org.uk Telephone: 01332 386 765 Fax: 01332 371 867

THEATRE BOOKING FORM

Name of Club/Organisation	
Main Contact	
Approximate number of people within club/organisation	

Date Required	Time Required		Actual Show Times		Rehearsal or Performance Please state	Technician Required	Bar Required	
	From	To	From	To			From	To

Please Note: The technician must attend at least an hour before the performance time and the actual requirement time is dependent on the complexity of the setup. All requirements and equipment for your booking will be set up by the technician. Any set-up of the Theatre prior to your arrival will be chargeable.

On occasion it may be necessary to have to hire two technicians. You will be advised of this once completed booking forms are returned.

Clients should be aware that it is not always possible to accommodate your every wish. All bookings are taken subject to a separate agreement of your technical requirements with one of our theatre technicians.

Changing Facilities Required	Yes	No
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Please Note: We cannot offer exclusive use of our changing rooms Monday to Friday. Other rooms are available at an additional cost.

Do you require tiered seating?*	Yes	No
If so, how many rows:		
Do you require portable seating?**	Yes	No
If so, how many rows:		
How do you require the partition?	Open	Closed

*Tiered seating consists of 11 rows or 18, numbered A-L (no row I). There are 198 seats in total. Please see the attached Theatre layout.

**Portable seating consists of a maximum of 3 rows of 20. There are 60 seats in total.

Do you require the temporary flooring?	Yes	No
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Should any of your performers be using tap shoes then the temporary flooring must be hired.

THEATRE BOOKING FORM

Technical/Theatre Information

Half way black tabs to split the stage	Yes		No	
Full black tabs around the theatre	Yes		No	
White CYC at the rear of the stage	Yes		No	
Use of blue main house tabs	Yes		No	
Sound system required:	Yes		No	
If so, where is the sound to be controlled from?	Stage Left		Control Box	
CD Player	Yes		No	
Where should the sound come from?	Rear Speakers		Front Speakers	Both
Are microphones required? <small>2 Available</small>				
For what purpose?				
Do you require special lighting? <small>To be discussed with a technician</small>	Yes		No	
Do you require a smoke machine?	Yes		No	
If so, what position on stage?				
Data Projector required?	Yes		No	
What format has your projection material been saved in and what media is it saved on?				
Is there sound to be heard?	Yes		No	
Is the projector to be remotely operated?	Yes		No	

Any other requirements or equipment, please specify:

.....

.....

.....

.....

Please ensure you have signed and completed a copy of the Terms and Conditions and Booking Form for College Facilities in addition to this one.

TERMS & CONDITIONS

In order to hire and book a College facility, it is necessary to complete and sign a Booking Form together with two copies of the Terms & Conditions (one copy for your retention). These forms must be returned before a firm booking can be confirmed and accepted, until such time the booking will be 'provisional'.

All bookings accepted are on the understanding that College business will take priority and a booking may have to be cancelled or where possible re-arranged. Should this occur then the client will not be charged for that particular occasion. The client will be given advance notice of this type of occurrence.

It is a requirement for every booking at the College that the client nominates a person to be responsible for fire regulations and procedures in case of a fire alarm sounding. This person's name must be stated on the booking form and they must report to Reception immediately upon the first visit to the College who will ensure he/she is familiar with all necessary relevant fire evacuation procedures etc.

i) Theatre Hire:

Unless previously agreed in writing all bookings must be paid for prior to the use of the facilities. This agreement must be arranged with the main contact on the Booking Form and the College Bookings Co-ordinator for each specific booking (Previous agreements will not apply to subsequent bookings)

A non-returnable deposit equivalent to 20% of the total fee of the room hire must be paid when returning the Booking Forms.

The remainder of the outstanding balance will be invoiced one month before the first date of the booking, requesting payment no later than 14 days before the booking will take place. Failure to do so will result in the facilities being withdrawn. Any amendments to requirements during the booking will be invoiced/credited after the event. Any repairs/maintenance required due to damage to the surface of the Theatre flooring must be paid for in full.

To cancel a booking, four weeks written notice must be given otherwise the booking will be charged and invoiced at the full rate in lieu of the required notice.

General terms and conditions for use of the Theatre:

- a) Resin **MUST NOT** be used on shoes in the Theatre
- b) Tape **MUST NOT** be used on the Theatre floor
- c) At the end of every performance the Theatre must be returned to its original state in preparation for the following day eg. no props/equipment must be left in the Theatre, any safety pins used on the black-out curtains should be removed at the end of the performance etc.
- d) Food and Drink **MUST NOT** be consumed anywhere other than the Bar or Restaurant. Drinks from the Bar are strictly prohibited from the Theatre and classrooms/changing facilities.
- e) Any litter must be collected and placed in bags – Site staff must be made aware to clear away at the end of the evening.
- f) All electrical equipment must be PAT tested
- g) The temporary flooring must be hired if any performers are using tap shoes

ii) Sports Facility Hire:

Payment terms will be agreed in writing at the time of the initial booking, either to be paid upon arrival in cash to the College Reception or via invoice on a monthly basis. In respect of a 'one off' cancellation for users of the Sports Hall or Multi-Games Court, 48 hours notice must be given thereafter the booking will be charged and invoiced at the full rate. Cancellations must be notified to the College between **8.15 am and 5.15 pm** by telephone (01332 386765), fax (01332 371867) or in person. Your first contact should be **Ruth Sokolowskyj**; if unavailable then a message should be left giving details of the cancellation. Please ensure you retain the name of the person contacted and the date/time of your call. Any repairs/maintenance required due to damage to the surface of the Sports Hall flooring must be paid for in full. General terms and conditions for use of the Sports facilities:

- a) Loose equipment, e.g. racquets and balls will **NOT** be provided.
- b) Clothing and footwear **MUST** be appropriate for the activity being played. Non marking soles **MUST** be worn in the Sports Hall. Football boots **MUST NOT** be worn on the Multi Games Court.
- c) An indoor football only should be used in the Sports Hall.
- d) Use of the changing rooms and showers are included but should be vacated **20 minutes** after the allocated hire time.
- e) Use of the changing rooms cannot be guaranteed, the College reserves the right to withdraw use of changing facilities but prior notice will be given
- f) It is **not permitted** to climb over the wire fence surrounding the Multi Games Court and the College.
- g) Balls should only be retrieved from the neighbouring gardens at the request of the occupier. You must not approach the occupier or try to gain unauthorised access over the garden walls.
- h) During poor weather, if advised that the surface may be slippery, the use of the court is entirely at the risk of all who choose to play. In the event of you deciding not to play then payment will not be required, notification of the cancellation must be received
- i) Nets and posts will be included as part of the contract.

iii) General Room Hire:

Payment for any room hire not named above will be invoiced after the event.

To cancel a booking, four weeks written notice must be given otherwise the booking will be charged and invoiced at the full rate in lieu of the required notice.

General Conditions of use by all College Members, Visitors, Clubs and Corporate Bodies:

- The College operates a **NO SMOKING** policy in all areas.
- Food and drink may only be consumed in the Restaurant and Bar areas, they are not permitted in the Theatre/classrooms etc under any circumstances.
- Furniture within classrooms must not be moved – if a move is essential then the client must return the room to its original state
- The client organisation is responsible for the conduct of all its members.
- Any damages or abuse of facilities will be charged to the client at cost.
- The client should provide two named contacts with day time and evening telephone numbers.
- All vehicles **MUST** park in the College car park, **NOT** in the turning circle, for safety reasons.
- We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.
- All electrical equipment must be PAT tested

If credit facilities have been agreed then all invoices must be settled within the agreed credit terms. Failure to do so will result in the facilities being withdrawn. The first named contact on the Hire Form is held personally responsible on behalf of the Club, Society or Organisation etc for all invoices issued by the College.

THE COLLEGE ACCEPTS NO LIABILITY WHATSOEVER FOR THE LOSS OF OR DAMAGE TO ANY VEHICLES, EQUIPMENT, CLOTHING, VALUABLES OR ANY OTHER GOODS WHILST ON ITS PREMISES, HOWSOEVER CAUSED.

PLEASE PROVIDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE.

Any breach of the afore-mentioned Terms & Conditions may lead to the immediate and automatic withdrawal of facilities and the forfeit of any money paid.

I/We agree to abide by the Terms and Conditions (Hire of Landau Forte College Derby Facilities)

Signature:..... Date.....

For and on behalf of:..... Position:.....

FIRE & EVACUATION PROCEDURE

Bookings/Lettings – Revised May 2009

YOU MUST NOT FIGHT A FIRE UNLESS YOU ARE TRAINED TO DO SO

It is a requirement for every booking at the College that the client nominates a person to be responsible for fire regulations and procedures in case of a fire alarm sounding. This person's name must be stated on the booking form and they must report to Reception immediately upon the first visit to the College who will ensure he/she is familiar with all necessary relevant fire evacuation procedures etc.

Theatre Use

The named person above, or his/her representative, must announce to the audience prior to the performance that an alarm test is not scheduled and that if the alarm sounds they should leave the theatre immediately using any of the 3 double doors available (2 either side of the retractable seating and 1 at the far end of the theatre adjacent to the Sports Hall).

Routes to all these doors must remain clear at all times.

If a Fire is Discovered

Every internal door and window has 30 minutes fire protection.

If you discover a fire:

1. Immediately sound the alarm by operating the nearest alarm point.
2. Using the green running man signs, immediately...

Leave the building and make your way to the nearest safe exit and then to the Assembly Point.

**Please see 'Persons with restricted mobility' below*

3. Emergency lighting will be in operation should it be needed.

The Assembly Point is situated **inside** the fenced area next to the new block.

Check personnel.

Any missing persons, or any person/s using Fire Refuge Points, with their whereabouts, are to be reported to the **Fire Control Officer** (member of site staff) who is stationed at Reception.

The lift **must not** be used.

Person(s) with restricted mobility – who are on the...

- **GROUND FLOOR – MUST** make their way to reception or exit the building via the nearest RAMP exit (identified by green signs).

Person(s) with restricted mobility – who are on the ...

- **FIRST FLOOR – MUST** make their way to the safest **Refuge Point** at the very end of each corridor and wait there.
- Ensure the fire door is closed behind them.
- Ensure that someone is aware of their location to advise the **Fire Control Officer/Fire Service** to enable rescue to take place, should that be required. The Refuge Point is a safe, secure area.
- The Fire Control Officer will decide whether to evacuate the person(s).

The **Fire Refuge Points** for persons with wheelchairs or restricted mobility are at all four corners of the upper corridors and in the new block.

Upon arrival of the Emergency Fire Service

The **Fire Control Officer** (member of site staff) will liaise with **Emergency Fire Service**.

MENU OPTIONS

Function Menus – Page 1 of 2

Function Menu 1

£5.50 per person

Sandwich Selection

Cheese & Onion
Tuna & Cucumber
Ham & Tomato
Beef Salad

Chicken Tikka & Mayonnaise with Salad Garnish

— — —

Southern Fried Chicken Goujons

— — —

Plain Crisps or Tortilla Chips

— — —

Vegetable Spring Rolls

Vegetarian and special dietary requirements can be catered for. Please ask for details at the time of booking.

Function Menu 2

£6.00 per person

Sandwich Selection

Cheese & Onion
Tuna & Cucumber
Ham & Tomato
Beef Salad

Chicken Tikka & Mayonnaise with Salad Garnish

— — —

Chicken Satay Sticks

— — —

Mini Vegetable Spring Rolls

— — —

Carrot & Coriander or Spinach and Feta Goujons

Vegetarian and special dietary requirements can be catered for. Please ask for details at the time of booking.

Function Menu 3

£7.75 per person

Sandwich Selection

Roast Beef Salad
Tuna Mayonnaise
Cheese & Onion
Egg Mayonnaise
Ham & Tomato

Chicken Tikka & Mayonnaise with Salad Garnish

— — —

Carrot & Coriander Goujons

— — —

Mini Vegetable Samosa (with dips)

— — —

Southern Fried Chicken Goujons

— — —

Chicken Satay

— — —

Mini Sweet Pastries

Vegetarian and special dietary requirements can be catered for. Please ask for details at the time of booking.

Function Menu 4

£9.95 per person – For 20 people or more

Sliced Roast Beef

— — —

Sliced Roast Turkey

— — —

Mixed Salad

— — —

Petit Pan Rolls

— — —

Cocktail Breaded Chicken Fillets

— — —

Rice or Pasta Salad

— — —

Crispy Salmon Brochettes

— — —

Spinach & Feta Goujons

Vegetarian and special dietary requirements can be catered for. Please ask for details at the time of booking.

MENU OPTIONS

Function Menus – Page 2 of 2

Are you having a Christmas meeting/concert? **Mulled wine** and **mince pies** are available for only **£3.10** per person.

Christmas Festivities Menus are available from October. Prices range from **£8** per head – Please ask for details and options.

Additional Options

Why not enhance your menu with one or more of the following options – or mix and match!

For a minimum of 20 people

Cheese Board

£3.00 per Person

— — —

Mini Sweet Pastries

£3.00 per Person

— — —

Gateaux

£1.50 per Person

Fresh Fruit Basket

£2.50 per Person

— — —

Tea & Coffee and Biscuits

£1.50 per Person

— — —

Tea, Coffee, Juice and Biscuits

£1.75 per Person

We are happy to provide other menu requirements you may have.

Please contact us to discuss.

CATERING BOOKING FORM

Name of Club/Organisation	
Date Required	
Time Required	
Facility/Room Hired	

Catering

Menu Required	Menu 1		Menu 2		Menu 3		Menu 4	
If so, how many for?								

Further Refreshments

Refreshments	Please tick if required	For how many people?
Tea & Coffee		
Orange Juice		
Water		
Biscuits		

Any Other Requirements	
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Please ensure you have signed and completed the Booking Form for College Facilities in addition to this.