

GREAT BADDOW MILLENNIUM CENTRE

Booking Checklist

When Booking:

Read the T's & C's	Please ensure you have read and understood the Full Terms & Conditions of Hire
Times of Bookings	Hire times must include any time required to set up and clear away
Hall Hire Payment	The Deposit payment must be received within 7 days of receiving the invoice. The Balance will then be due one month before hire.
Damages Deposit	A Damages Deposit will be taken for ALL parties and events and/or at Managers discretion. The amount will depend on the type of function and must be paid no later than a week before your hire.
Cancellation	The Hall Hire Deposit payment is non-refundable * If cancellation is less than a month before hire then we are entitled to full payment of the hire cost * * If we are able to rehire the room then we will issue a full refund.

On the Day of hire:

Time of Booking	All rooms need to be set up and cleared out within the time of your booking
Tables & Chairs	Please wipe down any tables used and ensure that all Tables & Chairs are stored neatly in the cupboard. With the Millennium Suite please use the photo on the inside of cupboard door for guidance
Litter	Please see our Disposal of rubbish regulations in the Full Terms & Conditions
Confetti/Smoke Machines	Paper or plastic confetti is not to be used inside the building. Any kind of Smoke, Dry Ice and Foam machines are NOT to be used in our halls.
Kitchen Regulations	Please see our Kitchen Regulations in the Full Terms & Conditions of Hire
Alcohol & Bar	Strictly no alcohol, other than that purchased on the premises may be consumed on the premises at any time. When hiring the bar all drinks, including soft drinks, need to be purchased from the bar. The bar shall close no later than 11.30pm or 10.30pm on a Sunday. Please be aware that if you or your guests are seen to bring your own alcohol into the room or around the perimeter of the building, then as a consequence, your damages deposit will be retained.
Young Adult/Teenage Parties	Please be aware that we do not hire our halls for 14 th - 18 th Birthday parties. Please see the Terms & conditions of Hire for additional regulations for 13 th & 21 st Birthdays

By checking the box on your submission you have confirmed that you have read & understood the conditions of hire for the Great Baddow Millennium Centre