

# The Henderson Hub Company Limited.

The Henderson Hall, High St. Abbots Langley, Herts, WD5 0AR  
Telephone 01923 601280



The  
HENDERSON HUB

## Standard (Hourly) Booking Form.

Thank you for your interest in hiring the facilities of the Henderson Hub. Use one form for each day of hire. Please use the **Event Booking Form** for more extensive requirements (see note 8). Please complete and return this form by Email to [bookings@henderson-hub.org.uk](mailto:bookings@henderson-hub.org.uk) or place in the Henderson Hub postbox by the Hall door. You should receive an acknowledgement within 3 working days.

<b>Prices are per hour.</b> (+ = as additions to main Hall)		<b>Prices in brackets apply to associate societies</b> (Annual fee applies)				<b>DATE:</b>	
<b>Sessions Before 6pm Mon-Sat</b>			Please tick as required				
Session Start Time	Hours	Part Hall £20 (£15)	Stage and Backroom +£6 (£3)			Dressing room + £6 (£3)	<b>Total Cost per Hour</b>
<b>Sessions 6pm – 12pm Mon-Fri</b>			Please tick as required				
Session Start Time	Hours	Part Hall, Stage and Backroom £30 (£18)	Extended Hall + £6 (£4)	Licenced Bar	Meeting Room + £10 (£5)	Dressing Room + £6 (£3)	<b>Total Cost per Hour</b>
<b>Sessions Saturday after 6pm, Sunday &amp; Bank Holidays</b>			Please tick as required				
Session Start Time	Hours	Part Hall, Stage and Backroom £38 (£30)	Extended Hall + £6 (£4)	Licenced Bar	Meeting Room + £10 (£5)	Dressing Room + £6 (£3)	<b>Total Cost per Hour</b>
<b>Brief description of your planned activity.</b>							
<b>Signed</b>				<b>Date</b>			
<b>Print Name</b>							
<b>Address</b>							
<b>Email</b>				<b>Telephone</b>			

**A deposit of 25% of the total cost of hire will be required on acceptance of this booking.**

## Notes:

1. Please ensure you have read the general Terms and Conditions for hiring Hub facilities.
2. All requests for hiring are subject to the approval of the Venue Manager, please ensure you have described your planned activity accurately.
3. The provision of the licensed bar is subject to restrictions under the Licensing Act and is at the discretion of the licensee. Further details of your planned function may be required. The bar cannot be provided before 6pm Monday-Saturday and must close at 11pm (10:30 on Sunday), extension of this time to 12pm is possible at additional cost.
4. The seating capacity of the part hall is 80, extended hall 120. Total capacity is 140.
5. The use of the stage includes basic illumination only and use of the installed sound system. More extensive stage lighting, sound and effects packages are available at additional charges on request.
6. Projection, screen and other conference facilities are available at additional charges on request.
7. To register as an Associated Society, please supply group bank account details or a constitution and membership numbers. Annual fees apply- Groups <50 £25, Groups 50-100 £50 >100 £75.
8. This hourly booking form cannot be used if your activity requires:
  - the use of any ladder steps or other access equipment,
  - installation of equipment or alteration of installed equipment or drapery,
  - assemblage or construction of any scenery or displays.

In this case please use our **Event Booking Form**.

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***Bringing Arts and People Together***

Henderson Hub Company Limited. Registered in England & Wales No. 08733997

Registered Office: 136 Pinner Rd, Northwood, Middlesex HA6 1BP