

Conditions and regulations of hiring

- A.** Throughout these terms and conditions the following expressions have the meaning respectively given to them:

"The Council" means the Borough Council of King's Lynn and West Norfolk.

"The Manager" means the manager for the time being of the Council's Corn Exchange or any person acting on their behalf.

"The Corn Exchange" means the King's Lynn Corn Exchange and all rooms forming part of or adjacent to it or any part which is subject to the hiring.

"The Event" means the purpose for which the Corn Exchange has been hired.

"The Hirer" means the person or organisation hiring the Corn Exchange.

B. Applications for Hire

1. Applications must be in writing on the printed form and be accompanied by a deposit of £100 per event. The Council reserves the right to refuse any application without giving reason.
2. The booking is not confirmed until the Hirer has been so notified in writing and received copy of this agreement signed on behalf of the Council.

C. Charges

1. Charges for hiring will be in accordance with the Council's published rates or otherwise as may be agreed and the Manager will provide an estimate of charges prior to confirmation of the hiring if asked to do so.
2. The Council is entitled to demand and require payment of the balance of the hire charge at least one month before the date of the Event.
3. In the event of an Event overrunning the time of hiring the Hirer shall be liable to additional charges for each hour or part thereof and for additional services at the rates fixed for the Event.

D. Cancellation

1. In the event of cancellation by the Hirer the Council may demand payments as follows:-
 - (i) Within six months before the date of the Event 25% of hire charge
 - (ii) Within thirteen weeks before the date of the Event 50% of hire charge
 - (iii) Within six weeks before the date of the Event 75% of hire charge
 - (iv) Within two weeks before the date of the Event 100% of hire charge

In this clause the hire charge means the total cost of hiring the Corn Exchange and ancillary personnel and services. A hiring will not be deemed to be cancelled until the Hirer has notified the Manager in writing of their desire to cancel and the Manager shall have confirmed such cancellations.

Reasonable endeavours will be made to re-let cancelled hiring dates and proceeds of such new hirings will be set against amounts due to the Corn Exchange.

E. Cancellation by the Council

1. The Council reserves the right to cancel the hiring
 - (a) in the event of the Council themselves being desirous of holding an event upon any occasion of national rejoicing or for some public or civic purpose or in the event of

Direct all enquiries to:

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the Council, owing to some state of emergency having good reason, wishing to use the premises, either on a particular day or for a particular period, without any formal notice to the Hirer.

- (b) in the event of it appearing to the Council that the Hirer intends to use the Corn Exchange for some purpose additional to or different from the purpose specified on the hiring form.

In the event of cancellation by the Council under sub clause 1(a) of this clause the Council shall return the fee in respect of such cancelled hiring but will not be responsible for any loss occasioned to the Hirer by such cancellation.

F. General Conditions

1. The Hirer will be the responsible person for the Event and will maintain good order at the Event and must remain on the premises throughout the hiring and until the Event has cleared.
2. For events such as discos/dances (or whenever security is deemed necessary by the Council), the hirer agrees to supply adequate doormen/security personnel who are registered with the Security Industry Authority. The level of security will be determined by the Council.
3. The Hirer agrees to abide by the conditions of the Public Entertainment Licence or the Theatre Licence (whichever is applicable, a copy of which can be provided by the Manager) and in particular will ensure that gangways and fire exits are clear.
The Hirer agrees not to do or permit to be done any act or thing whereby any licence or licences to the premises or parts thereof could be refused, suspended, removed or in any way endangered.
4. The Hirer must have valid Public Liability Insurance to the appropriate level, to be determined by the Manager:
 - (a) £1,000,000 - stage performance involving lighting, scenery and props
 - (b) £2,000,000 - trade shows and craft fairs involving stalls and crowds
 - (c) £5,000,000 - degree of risk to a number of people over and above (a) and (b).Where the use of the premises is for dinner/dances/discos or such events, the Hirer is advised that any caterer, entertainer or disco provider should hold public liability cover. Where the Hirer provides their own catering they are advised that insurance cover for public liability is not available and therefore the service is provided at their own risk.
5. Where the use of the premises is for Trade Shows/Craft Fairs the Hirer agrees to indemnify the Council for loss and/or damage to the Public by any stallholder's negligence.
6. No equipment/goods may be brought into the premises prior to the Event or equipment/goods left at the premises after the Event, without the written permission of the Manager.
7. The Hirer agrees not to drive nails, screws or other fastenings or use sellotape, "blue tack" or any adhesives on the walls, platforms, furniture or any other part of the premises.
8. The Hirer agrees to defray the cost of making good any damage caused to the Corn

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Exchange or any damage to or theft of or loss of goods, apparatus or appliances of the Council in connection with the hiring. The Council shall be the sole judge of the damage done and the amount thereof.

9. The Hirer is required to leave the Corn Exchange in a reasonably clean condition. If the Manager is not satisfied with the condition of the Corn Exchange after the Event, the Hirer may be required to pay the cost of any necessary cleaning.
10. No electrical or other fittings or appliances in the Corn Exchange may be altered, removed, or in any way be interfered with or additional fittings or appliances installed in connection with the Event, without the approval of the Technical Manager.
11. No lasers, strobes, pyrotechnics or any other form of high intensity lighting shall be installed or used without the prior approval of the Technical Manager.
12. The Council reserves the right to refuse to connect or allow to be connected any electrical equipment brought in by the Hirer if it is considered by any Officer of the Council to be dangerous or undesirable. It is the responsibility of the Hirer to ensure that all electrical equipment brought in to the Corn Exchange complies with the Electricity at Work Act 1989.
13. The Council will provide a minimum of two Officers at the Event. One Front of House Manager and one Technical Officer. The instructions given by the Officers must at all times be adhered to.
14. The Hirer shall not allow visitors on the stage without the consent of the Technical Officer on duty.
15. The Hirer shall not sub-let any interest that they may have in the hiring of the Corn Exchange.
16. The Corn Exchange shall, at its discretion, provide bar and snack services in the Front of House foyer at the Event. This will be staffed by the Council and all revenues will be retained by the Council. No other bar or snack services may be sold at the Event.
17. If young children are involved in any way in the show/event, the hirer must make this fact known to venue staff and must be aware of and abide by the departmental Child Protection Policy. This document can be supplied on request.
18. The Corn Exchange is a no smoking venue.

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Technical specifications

The King's Lynn Corn Exchange is a flexible venue able to house flat floor events, cabaret style layout, staged concerts, and standing rock concert formats. The impressive facilities are fully equipped with stage lighting, auditorium sound reinforcement and a suspension grid of 250 kilos per square meter. Our experienced Technical Staff will be happy to discuss the full range of equipment available. Please make the earliest possible appointment to view the venue and so clarify facilities and services available.

Operational Support

One Technician will support flat floor hires and non-ticketed events, staged events will be supported by two Technicians. The Technicians will supervise the period of hire in such a manner as to ensure enjoyment of the facilities within the restrictions imposed by safety considerations. Further operators/staff can be arranged to accommodate operational and/or health and safety requirements and the costs recharged.

Stage Dimensions

Full tiered seating to end stage

Stage size:

width 12 meters depth 8.2 meters height 0.9 meters

Height to grid approx. 8 meters

NB. Plus added wing space 1.75m each side.

Full tiered seating to extended end stage.

Stage size:

width 12 meters Depth 10.6 meters Height 0.9 meters

Height to grid approx. 8 meters

NB. Plus added wing space 1.75m each side.

Flat Floor Dimensions

Ground Floor length 28.5 meters
 Width 14.8 meters

First Floor length 9.25 meters
 Width 15.4 meters

Available In House Equipment

Please contact the Technical Manager to discuss the available equipment appropriate for your event. Further equipment may be hired and the costs recharged to the hirer.

Backstage Accommodation

Ground Floor

Green Room

37.96m - leading to outside terrace

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Star Dressing Room 16.35m - including shower and wash room

Toilet for the disabled.

First Floor

Two large Dressing Rooms each 35.9m - including shower room and wash basins

Two small Dressing Rooms each 14.7m - including shower room and wash basin

Toilets, Toilet & Shower facilities for the disabled.

Passenger lift to access all floors backstage only.

Contacts

Our Operations Team is happy to arrange appointments to discuss your full requirements, to answer any queries you may have, and to offer advice and assistance. The clarification of operational requirements, staffing, facilities, times and surcharges should be agreed at least one month prior to the booking date.

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Marketing information

How the King's Lynn Corn Exchange promotes your event

The marketing section offers a package of services to assist in achieving press and publicity coverage for your event.

INCLUSIVE ACTIVITY

Listings

Once your event appears in the brochure, it will be included in listing information which is regularly circulated to local, regional and national media and included on the venue website.

Brochure

Where possible your event will receive a position in the joint Arts Centre/Corn Exchange brochure. Approximately 60,000 brochures are printed – these are posted direct to our mailing list and distributed throughout the region providing an excellent promotional tool for your event.

Display Space

Provide the marketing section with flyers and posters and they will be displayed at the venue. On receipt of print flyers and one poster will be displayed. Remaining print will be used at the discretion of the marketing department. One week before your event a poster can be displayed in an exterior display cabinet situated at the front of the building. We can also make arrangements for a display in the foyer area.

ADDITIONAL ACTIVITY

Advertising

Recharged at £175. Space is available in our regular weekly ladder advertisements placed in the Lynn News and Eastern Daily Press. Inclusion is for six weeks prior to the date of your event.

Once your booking is confirmed a series of forms will be sent to you allowing you to take advantage of the above promotional activities and giving us the information we need to help you make your event a success.

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Hire charges

King's Lynn Corn Exchange

For all inquiries telephone (01553) 765565

Box Office (01553) 764864

Ticketed Events

Access 14:00 - clearance 24:00	£1314.00
Plus 10% of box office takings	
Access prior to 14.00 (per hour)	£119.00
Clearance after 24.00 (per hour)	£184.00

The above hire charges include box office staff and facilities, Front of House Manager and staff (four stewards), two technicians and all available in-house equipment.

Non Ticketed Events

Access 07.00 - clearance 13.00	£687.00
Access 13.00 - clearance 18.00	£687.00
Access 18.00 - clearance 24.00	£756.00
Access 07.00 - clearance 24.00	£1846.00
Earlier access (per hour)	£112.00
Clearance after 24.00 (per hour)	£184.00

The above hire charges include Front of House Manager, Duty Technician and in-house equipment as available. Costs for additional staffing and/or lighting requirements other than general lighting will be recharged to the hirer.

Off-peak Charges

A reduction of 40% on base hire charges may be offered to non-commercial events during January, February, July and August.

Concessions

Charitable Organisations based in the Borough with local charitable objectives may be offered a discount of 40% on all base hire charges for bookings between Monday and Thursday throughout the year.

Please note: Only one discount is available at any one time.

Admission Prices

Ticket prices for shows vary. Please see current brochure for details.

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Seating plan

	ROW	LL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
	ROW	KK		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	JJ		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	II		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	HH		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	GG		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	FF		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	EE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	DD		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	CC		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	BB		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	AA		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
	ROW	X			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	W			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	V			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	U			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	T			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	R			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	Q			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	P			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	O			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	N			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
	ROW	M			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16								
	ROW	L			WHEELCHAIR SEATING																							
	ROW	K		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	J		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	I		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	H		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	G		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	F		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	E		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	ROW	D		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
	ROW	C			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19					
	ROW	B			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19					
	ROW	A			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19					

SIDE BALCONY A

SIDE BALCONY B

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

STAGE

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Wine list

Wine list King's Lynn Corn Exchange

We are constantly updating our wine list to bring you the best available wines at the best prices. The wines below are particular best sellers. For up to date availability and prices or if you have a specific request for a wine not shown on the list, please contact our Front of House Staff.

House Whites

Stowells Californian Chardonnay Colombard

a light and easy Californian blend with a rich fruity and lemon bouquet

Blossom Hill Med-Dry White

blended by the master winemakers of San Joaquin Valley California with flavours of peach and melon

White Wines

Wolf Bass Chardonnay

a full flavoured, rich, ripe, white in the classic and distinctive style of Chardonnay wine from Australia

Andes Peak Sauvignon Blanc

this Chilean dry, fresh and complex tasting wine has a yellow-greenish colour with fresh fruit aromas, vanilla & herbs

Principato Pinot Grigio Delle Venezie

a dry, fresh and crisp white wine, straw yellow in colour with a pleasant fruity bouquet

L'embleme Colombard

a real French easy medium wine due to fruity sweetness and good crisp acidity

Chablis Larouhe AC

a typical A.C. Chablis from the Laroche stable, lime and peach flavours distinguish this vintage

Rose Wine

Sutter Home Zinfandel

a delightfully light, fruity "blush" with a lovely salmon pink colour and fresh aromas of wild strawberries

House Red

Blossom Hill Red Wine

sun-ripened grapes from the fertile vineyards of San Joaquin Valley California produce a light and easy drinking wine

Red Wines

Andes Peak Merlot

a medium bodied, soft and round Chilean wine displaying an intense ruby colour and fruity aroma

Hardy's Stamp of Australia Shiraz/Cabernet

a soft medium to light bodied wine made to capture the fresh fruit characters of Shiraz and Cabernet; fresh, lively berry fruit aromas with spicy overtones

La Vogue Macon Superior

a subtle and fruity red from the Burgundy Region of France

Chateau Val Plantier AC

to the north of Bordeaux lies Blaye where soft reds are made from Cabernet and Merlot

Campo Viejo Crianza Rioja

a soft and mellow wine from Bodegas Campo Viejo with a typical oaky nose and strawberry fruit

Champagne & Sparkling Wines

Asti Martini DOCG

this Italian sparkling wine is full bodied and rich with a pleasant touch of sweetness; produced from the Moscato grapes in the vineyards of Piedmont in Northern Italy

Seaview McLaren Vale Brut

rich full & fruity and one of the best known Australian sparkling wines from the south east

Moet & Chandon Brut Imperial NV

a mild and refreshing champagne, well balanced and not too dry; a liveliness in the character of the wine which persists to the long finish

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Dinner dances

DINNER DANCES Useful Information

The King's Lynn Corn Exchange has:-

- 350 banquet chairs
- 70 trestle tables (6ft x 2.5ft)
(additional chairs and tables can be arranged and the cost recharged to the hirer)

An example of a typical wine list is enclosed. We have access to a large selection of wines and discounts are available on large orders.

Security is required for all large functions (please see Conditions and Regulations of Hire). We can organise security and the cost will be recharged to the hirer.

Light catering can be arranged in house. However, hirers may use any catering company they wish.

Our experienced Front of House Staff will be happy to discuss and tailor the event to suit your requirements. Please make the earliest possible appointment to view the venue and so clarify facilities and services available.

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Welcome

The Information in this pack is designed to give an overview of the facilities we have to offer for your event at King's Lynn Corn Exchange.

We will work with you to ensure that your event, whatever it may be, is successful and enjoyable. The Corn Exchange is a highly versatile space easily adapted to meet a wide variety of needs. With excellent parking facilities, this venue is ideally suited to accommodate events including Dinner Dances, Music Concerts, Wedding Receptions, Product Launches, Craft Fairs and Exhibitions.

This pack includes the following information:

- Conditions and Regulations of Hire
- Technical Specification
- Marketing Package
- Hire Charges
- Seating Plan
- Dinner Dance details including wine list and catering information.

To make a booking, for further information or to arrange a tour of the venue please contact Phillip Bayfield.

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Telephone: (01553) 765565

Fax: (01553) 762141

Email: entertainment_admin@west-norfolk.gov.uk

Website: www.kingslynncornexchange.co.uk

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