

RUNSHAW COLLEGE

Venue Hire

at Runshaw

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COLLEGE



About **Runshaw**

Established as a sixth form college in 1974, we have grown over the last forty years into a thriving community, meeting the needs of learners from across the region at our Chorley and Leyland campuses.

One of the most successful colleges in the UK, we are renowned nationally for our outstanding results, friendly and supportive culture and focus on learners' needs.

Likewise our facilities are equally impressive, with a wide variety of accommodation available for external booking:

- Conference Suite
- Lecture theatres
- Boardrooms
- Classrooms
- Sports Halls & 3G Pitches
- IT Suites
- Drama and Dance Studios
- Music Practice Rooms
- Performing Arts Theatre
- Restaurants
- Engineering and Science Facilities

**Hourly &
Daily
Rates**

**Free
Parking**

**Close
proximity
to major
road and rail
networks**



To discuss your requirements please contact our Commercial Bookings Team e: venuehire@runshaw.ac.uk t: **01772 643012**

Hire prices

Please see below venue hire prices at Runshaw College. Facilities are available on an hourly or daily (9am to 5pm) rate.

Hire Options	Hour	Day	Capacity
Classroom	£20	£90	24
IT Suites	£40	£185	24
Boardroom	£30	£165	50
Lecture Theatre	£30	£165	70
Restaurants	£40	£200	50
Conference Room	£30	£165	60-70
Music Practice Room	£22	£100	25
Dance Studios	£22	£100	20
Drama Studios	£22	£100	30
Performing Arts Theatre*	£50	£310	110
Sports Hall	£30	£300	400
3G Pitches	£72	-	1x full sized pitch 3x 5-a-side pitches
Engineering and Science Facilities	Please email venuehire@runshaw.ac.uk for further information		

* Bookings only available outside of term-time and a minimum of 3 day block booking required. Please note: VAT will not be charged on venue hire. However, additional charges may occur if the College is opened for specific bookings.

Equipment hire

Item	Hour
Laptop and projector	£30
Wireless Presentation Clicker	£5
Flipchart stand, Flipchart pad and pack of pens	£7.50

Who uses our facilities?

Our facilities are hired to host a wide range of events including: meetings, sport events, exams, conferences and training sessions, for local & national organisations.

We can also provide catering and refreshments for your event if required.

Booking

To discuss using our facilities at our Chorley or Leyland campuses, please contact our Commercial Bookings Team on **01772 643012** or email venuehire@runshaw.ac.uk

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Refreshments & Hospitality

There are a wide range of catering options available when using the venue facilities at Runshaw College. We have a highly experienced catering team, who use fresh, locally sourced ingredients to create tasty, high quality food tailored to every event.

If you have any queries or special requirements, please discuss these with the Commercial Bookings Team on **01772 643012**, or email **venuehire@runshaw.ac.uk**



Catering Menu

Runshaw catering offers great quality food and drinks at great prices. Simply decide on the refreshment needs for your event, let the Commercial Bookings Team know, and we'll do the rest.

Buffet Options	Cost Per Delegate	Drink Options	Cost Per Delegate
Breakfast Buffet Freshly prepared fruit platter with a selection of pastries including mini croissants, mini pain au raisin and mini pain au chocolate.	£1.68	Filter Coffee, Tea & Bottled Water	90p
Packed Lunch A lunch bag including a sandwich, piece of fruit, chocolate, packet of crisps and bottle of water	£3.48	Filter Coffee, Tea, Bottled Water & Orange Juice	£1.35
Sandwich Lunch 1 A selection of freshly prepared sandwiches (e.g. chicken, ham), cheese platter, vegetarian quiche, crisps and tray bake.	£4.85	Orange Juice	65p
Sandwich Lunch 2 Soup of the day and a selection of healthy sandwiches and a fresh fruit platter.	£5.56	Bottled Water	50p
Sandwich Lunch 3 A selection of freshly prepared sandwiches, cheese platter, vegetarian quiche, spicy chicken goujons, crisps, a fresh fruit platter and tray bake.	£7.30	Snack Options	
Premium Lunch A cold meat & cheese platter, spiced roasted vegetables, new potato salad, chicken skewers, mixed leaf salad, cous cous, vegetarian quiche, crusty bread roll, fresh fruit platter and a mini cream cake selection from Glovers Bakery.	£9.85	Fruit Platter	£1.10
		Breakfast Bars	75p
		Fruit Cake	£1.05
		A Selection of Biscuits	45p
		Mini Cream Cake	75p
		Mini Danish Pastry	60p

Please note: All prices exclude VAT and all catering requests should be booked no later than 3 working days prior to the event, to ensure that we can meet your event requirements.

There is a minimum order of 4 delegates or £3 per request.

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Terms & Conditions for the hire of College Facilities



General

The College is normally prepared to let its rooms for use by all types of commercial activity but reserves the right to refuse any application.

The College reserves the right to determine and vary the location of the accommodation or any part thereof at its judgement both before and during the period of hire.

Representatives and officers of the College have the right to have access to all the premises throughout the period of hire.

In the event of cancellation, if it less than 7 days until the hire, 50% of the charge for the accommodation will apply. In the event of cancellation, if less than 48 hours but more than 24 hours 50% of the charge for catering will also apply. In the event of cancellation, if less than 24 hours 100% of the charge for catering will also apply. If an inviolator is booked the full cost will apply even if the event is cancelled.

Duties of the Hirer

Activities by the hirer that present possible hazards to their clients, eg. dancing, sport activities, etc. must provide the Commercial Services Manager with a risk assessment before the event takes place.

Activities must be properly supervised by the Hirer, who shall pay for any damage that can be reasonably considered to have been caused during the period of hire.

A copy of the evacuation procedures is provided by the Commercial Services Manager & it is the hirer's responsibility to make all the hirer's clients aware of the procedure at the beginning of the event, which must be followed at all times.

First aid boxes are in all buildings, and the Hirer must familiarise themselves with the exact location of these boxes.

College furniture or fixtures must not be moved, or in any way interfered with except with the previous written approval of the College. College equipment, including electrical equipment, must not be used except with previous written approval of the College. Full reimbursement must be made by the Hirer for any damage to, or loss of, College property, furniture and equipment.

Copyright work or works, musical, literary or dramatic must not be performed without the consent of the owner of the copyright. Hirer must, comply with the rules of the Performing Rights Society Ltd. The Hirer will be liable for any infringement of copyright or performing right occurring during the period of hire and shall indemnify the College in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1989.

Intoxicating liquor must not be sold, supplied or consumed on, or brought into the College premises or any part thereof except with previous written approval from the College.

Gambling is not permitted.

Safety Precautions

All portable appliances brought to the College for use, need to be PAT tested and certificates showing this, must be provided.

The maximum capacity approved at the time of booking for a particular function must not be exceeded.

Emergency and other exits must not be blocked. There must be no interference with fire precautions of any kind. Please ensure groups are aware of fire exits and procedures.

At the request of the College, the Hirer must provide, and be responsible for stewards to control the admission of persons, to assist in maintaining orderly behaviour during the period of hire, to assist in the vacation of the accommodation at the end of the period of hire. The organiser of such stewards must maintain contact with the College Commercial Services Manager or his representative during the period of hire. Prior to commencement of the hire, a number of stewards may be required to form a team to be briefed regarding fire precautions.

Smoking is not permitted except in the areas specifically allocated for this purpose.

I hereby take responsibility for the health and safety of all persons attending the event stated here at Runshaw College.

Liability

The hirer must provide the College with an up to date copy of their public liability insurance certificate, before the event.

Any property of any description brought to the College is done so at the sole risk of the person or persons bringing it; the College shall in no circumstances be responsible for any damage, whatever the cause, done to any property so brought, or for its safe custody.

Insofar as is allowed by United Kingdom statute, the College hereby excludes liability in respect of any injury, damage or loss whatsoever sustained by the Hirer and/or any person or persons howsoever caused.

In the event of any claim being made by any person or persons whatsoever in respect of any injury, damage or loss which may have been sustained or incurred by such persons while in the accommodation during any period of hire, and in the event of any claim being made by any person in respect of any injury, damage or loss which they may have sustained or incurred in the accommodation arising out of the function for which the accommodation has been allotted (including the parking of any motor vehicles by the persons booking the accommodation, their agents or anyone authorised or permitted to enter the accommodation); the Hirer alone shall be responsible and shall indemnify the College in respect of such claims provided always that the Hirer shall not be liable for death or personal injury caused by the negligence of the College.

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