

## GLUSBURN INSTITUTE COMMUNITY & ARTS CENTRE

### BOOKING TERMS & CONDITIONS 2015

The management and ownership of Glusburn Institute Community & Arts Centre is the responsibility of the trustees whose powers and composition are defined in the Memorandum & Articles. A copy of this may be seen on the website or a hard copy obtained from the Development Officer.

In hiring out any part of the building, the trustees undertake that the room will be clean and heated as required. The caretaker will set out the furniture as requested on the form and clear afterwards. The caretaker will liaise and meet the hirer and also will give a contact number in case of need. He will also be responsible for locking up the premises after the event. Provision for use of the kitchen and equipment, stage sound and lighting can be made if requested on the booking form. The trustees always welcome any feedback regarding the facilities.

The trustees reserve the right to refuse any application for the use of the centre facilities and to cancel a booking when the premises are required for use as a Polling Station or are unfit for use. When a theatre production is on, regular users may be asked to stand down. This will be given in writing if requested.

The Booking Officer may refer an application to the trustees if she has any concerns. All arrangements must be made through the Bookings or Development Officer.

The hirer, being a person over 18 years of age, must accept responsibility for being in charge of the premises requested on the booking agreement and ensuring that all the relevant conditions stated here are met.

1. During the time of hiring, the hirer is responsible for:-
  - a) The supervision of those involved in the event
  - b) Knowing the exact number of people at the event
  - c) The fabric & contents of the rooms in the building
2. The hirer must only use the premises for the purpose outlined in the booking agreement
3. The maximum number of people allowed is:-

Main Hall - 180 standing or 142 Seated + 64 Balcony

Baths Hall – 75

Meeting Room – 20

At no time must the total number of people in the building exceed 280

The number of adult attendants required is:-

under 100	2
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100 – 200	3 attendants
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200+	4 attendants
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If a number of children or people with disabilities are present, the number of attendants must increase.

4. The hirer must ensure that the laws regarding equal opportunities, alcohol, gaming, betting & lotteries are adhered to. No alcohol should be brought onto the premises without prior written agreement.

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5. The hirer must hold any relevant licences eg. Performing Rights Society if music is being played during a public event.

6. The hirer shall be liable for:-

- a) the cost of repair of any damage (accidental and/or malicious) done to any part of the premises including fittings & contents.
- b) all claims, losses, damages & costs made against or incurred by GICAC its trustees, volunteers, employees or agents in respect of loss of property or injury to persons arising as a result of the use of the premises, by the hirer
- c) all claims, losses, damages & costs made against or incurred by GICAC its trustees, volunteers, employees or agents as a result of any nuisance caused to a Third Party

**It is therefore strongly recommended that each group takes out its own insurance cover.**

VZ. 7. The hirer must be aware of the following in relation to fire safety:-

- a) The action to be taken in the event of fire outlined on the notice in each room
- b) That all staircases & escape routes are kept clear & free of any obstruction
- c) That all fire doors are kept closed & not wedged open
- d) That there are no fire hazards brought onto the premises eg in the placing of night lights
- e) That the fire brigade is called and the building immediately evacuated for any outbreak of fire.
- f) The fire risk assessment for the building is seen and understood

8. The hirer is responsible for observing all relevant food safety & hygiene regulations if serving refreshments. The kitchen areas must be left clean & tidy.

9. The hirer shall ensure that any electrical equipment brought by them onto the premises & used there, shall be in a safe working order and used in accordance with current regulations.

10. The hirer shall be liable for any damage done to the premises or for any claims resulting from injury to persons and for any losses incurred to any individuals or to the Trustees as a result of the event.

11. Any accidents that may occur, must be reported in the Accident Book in the kitchen on the Ground Floor. Any serious injury must be reported to the Booking Officer as soon as possible. The hirer should know the whereabouts of first aid equipment.

12. No illegal drugs may be brought onto the premises.

13. Any event involving children or vulnerable adults must comply with the latest safeguarding children & vulnerable adults legislation

14. No gas filled bouncy castles or balloons are allowed in the building

15. Any decorations used in the hall shall be of low flammability and meet the current British Standard.

16. Night lights in flat containers on tables only, are allowed for small

15. Any decorations used in the hall shall be of low flammability and meet the current British Standard.

16. Night lights in flat containers on tables only, are allowed for small private parties where mainly adults are present. A bucket of water must then be available. However small battery lights are preferred.

17. Every effort must be made to ensure that there is no excessive noise or disturbance caused to local residents by the event. Sound levels of amplifiers must be reduced after 11.00pm

18. In the case of cancellation by the prospective hirer, if less than one months notice is given, then the deposit will not normally be returnable. If the Trustees have to cancel a booking for any reason then the deposit will be refunded.

19. The trustees do not accept any liability for loss or damage to any items or personal effects either left or stored on the premises.

### **ADDITIONAL BOOKING CONDITIONS FOR A PUBLIC CHILDREN'S PERFORMANCE**

1. A copy of the following documents for the group must be submitted with the booking form:-

A) Child Protection Policy

B) Risk Assessment

**C) A copy of the Insurance Form**

**Also the written consent form from CDC Licensing Authority (1 month before performance)**

A register must be kept of all children & helpers on the premises at any time, so that all children can be accounted for in an emergency. The Matrons must have immediate access to the medical records in case of an accident and parents/guardians must be immediately notified.

2. Parents/guardians must complete a general application/permission form and a medical form. It often helps to gain the parents' permission for photographs to be taken and used for publicity purposes and for personal records on this form.

3. All chaperones and other helpers must receive instruction into fire safety procedures prior to the arrival of the children. This should particularly include getting all the children off the stage quickly in an emergency. A practice evacuation must be carried out during a rehearsal.

4. All chaperones must know where the first aid supplies are available.

5. The suitability and number of supervisors must be that required by Craven District Council

6. If children are performing twice in one day, they must go off the premises between the performances.

7. **All staff whilst working with children, must maintain high professional standards at all times ie. No smoking, drinking alcohol, swearing etc.**

### **ADDITIONAL BOOKING CONDITIONS FOR A PUBLIC PERFORMANCE**

1. A copy of the following documents for the group must be submitted with the booking form:- a) Risk Assessment b) A copy of the Insurance Form

At least 6 months notice must be given to the trustees who will then give permission or otherwise for the event to take place. The time table for rehearsals & performances must be set at least three months in advance of the show & booked through the Development Officer.

2. The only times when regular user groups may be asked to stand down, are the last weeks of the school terms and half terms. Any other public performances must be booked for an evening on successive Saturdays or Sundays which may take a matinee.

3. All communication with other user groups must be done by the Development Officer. No one else must be involved.

4. A list of backcloths, costumes and any other equipment required

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4. A list of backcloths, costumes and any other equipment required must be put in writing & given to the Development Officer. An inventory will be available to assist with this. They will then be signed for & checked in & out.

5. Any likely activities such as the use of special effects, animals and so forth that may affect the Premises Licence, must be discussed with the Development Officer, at least 2 months in advance of the event.

6. Marketing plans, ticket sales and so forth must also be discussed with the Development Officer, at least 2 months in advance of the event.

7. Seating arrangements in the hall must have the prior agreement of the Development Officer before the tickets are printed and be in line with the CDC requirements.
8. There must be a clear division between the Front of House & Backstage during performances. Performers & matrons must stay back stage at all times and should be under the control of the Stage Manager.
9. The Front of House staff should be under the control of the Front of House Manager who must know the numbers who are present at each performance and which space they are in for fire safety purposes. He/she must adhere to the rules for the Front of House Staff and be registered with the police.
10. A First Aider should be present at every event.
11. An announcement must be made before each performance regarding fire exits, toilets, no photography, video and no smoking.
12. Any special effects used must be authorised by the CDC Licensing Authority.
13. All passages, corridors, ramps & stairways must be kept free from obstruction.
14. No fire doors may be propped open whilst either children or members of the public are in the building.
15. No curtains shall be hung across exit doors or to hide emergency signs or lighting.