

## Conditions of Hire

### 1. Acceptance of Conditions

The hiring of facilities is permitted in accordance with the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

### 2. Compliance with Conditions

The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

### 3. Fabric and Fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable, tidy condition, all equipment returned to the correct place of storage.

### 4. Storage

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

### 5. Hirer's Property

Furniture and apparatus required may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the Centre, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

### 6. Refusal of Hire

The Centre may refuse an application to hire the premises if: (a) the premises are required by the Centre (b) there has been any damage to the property or breach of these conditions during previous use of the premises by the hirer (c) for any other reason the Centre deems it necessary or expedient to withhold the permit. No compensation shall be payable by Hanger Farm Arts Centre by reason of such a decision.

### 7. Cancellation by the Centre

Except in exceptional circumstances, the Centre will give at least two week's notice to the hirer, should it become necessary to cancel or postpone a letting. It may be the case that the space is hired out for evening use during the usual period of hire. In these circumstances, the centre will give at least two weeks' notice should it become necessary to move the hirer into an alternative space within the centre. No compensation shall be payable by Hanger Farm Arts Centre by reason of such a decision.

## **8. Cancellation by the Hirer**

The hirer must give at least two weeks' notice of cancellation to the Centre. If any shorter period of notice is given, the Centre reserves the right to pass on to the hirer any upfront costs which cannot be recovered.

## **9. Payment of charges**

The hirer will be required a deposit of £75 prior to the event. An invoice will be issued by Minstead Trust following the event. The Trust reserves the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time, or additional staff time incurred as a result of the hirer failing to vacate the premises by the time stipulated in the hire form.

## **10. PRS**

Musical works in the repertoire of the Performing Rights Society may be performed by prior agreement with the Centre Manager along with a copy of the programme of music to be used for PRS declaration purposes. The hirer must declare on their booking form if they intend to play music and all charges for those events will be passed on to the hirer directly. This does not include any original material written specifically for the piece but does include details of any works where permission has already been sought from the relevant rights holder.

## **11. Attendance and Behaviour**

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour. It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and Hanger Farm's and hirer's insurance arrangements.

## **12. Alcohol**

Alcohol should not be brought on to the premises by hirers or patrons. The Centre holds its own licence for the supply of alcohol by retail and hirers should check with the Centre Manager for details of timings and conditions applicable to the licence.

## **13. Insurance**

The hirer should ensure that valid third party Public Liability Insurance is in place and can be inspected by representatives of the Arts Centre at any time.

## **14. Fire Precautions**

Hirers shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times. Smoking is forbidden in all areas of the building, and on the surrounding site. Strictly no naked flames permitted on the premises; pyrotechnics for dramatic purposes may be used only following a risk assessment by our Centre Technician.

## **15. Centre Staff**

The Centre Manager, Centre Assistants and Centre Technicians are instructed by the CEO of Minstead Trust to ensure that the conditions of hire are fully complied with. All reasonable instructions given by centre staff on duty must therefore be followed.

## **16. Right of Access**

The CEO of Minstead Trust and their agents reserve the right of access to the premises during the letting.

## **Box Office Services**

Hanger Farm Arts Centre offers a full box office service for hirers which is included in the Standard Hirer Charges. This service includes professionally printed tickets, an online, in-person and telephone box office service using TicketSolve, inclusion in Hanger Farm Art Centre's Season brochure (where sufficient notice is given), and inclusion on the Hanger Farm website. (A 50p booking charge is made on all tickets)

If you choose to use the Hanger Farm box office service, all ticket sales must be made through the Arts Centre. It is perfectly acceptable for a hirer to produce and sell their own tickets and, wherever possible, the Arts Centre will provide marketing for the event. However, in this case, the Arts Centre will not provide any box office service, either prior to, or on the day of the event.

## **Technician Services**

If lights and/or sound are required for your hire, it is a necessity that in-house Technician will be in attendance at all times during your hire period at the listed rate.

It may be acceptable for you to provide your own proficient technician/s for your hire. However they will need to be under the supervision/direction of the Centre Technician. The Centre Technician may be present to oversee and supervise your rigging of lighting and sound equipment and to ensure familiarisation with the sound/lighting desk.

If you have agreed to use the services of the Centre Technician to rig and operate Sound and Lights for your hire, full details of your requirements must be forwarded to Hanger Farm Arts Centre at least 14 Days before your hire commences.

The hirer must understand that should they use their own Technician, they will be fully responsible for any damage caused to the centre equipment during their hire period and invoiced for the repair/replacement accordingly. All props and equipment belonging to a hirer should be removed from the Centre immediately after a period of hire.

Any items left at the Centre may be disposed of after 7 Days.