



The Players Theatre

INVOICE/BOOKING FORM

Name _____ Address _____
Organisation _____
Phone (day) _____
Phone (eve) _____
e-mail: _____ Postcode _____

I/we wish to hire The Players Theatre and accept the **Terms & Conditions of Hire** overleaf.
Charges are per Session or part thereof. There are three Sessions each day: **M=09:00-13:00**, **A=13:00-18:00**, and **E=18:00-24:00**.

Facilities Required	Session (M/A/E)	Date	Total Sessions	Total Cost
MEETING ROOM Fee: Morning £40, Afternoon £50, Evening £60. Maximum 10 persons Includes: Tea/coffee facilities Toilets				
THEATRE (PERFORMANCE) Fee: Morning £120, Afternoon £150, Evening £180. Auditorium seats 85 persons Includes: Stage lighting* Bar and Front of House staff Technician Dressing Room Backstage Toilets				
THEATRE (REHEARSAL/OTHER EVENT) Fee: Morning £45, Afternoon £60, Evening £75. Includes: Stage worker lighting (strip lights) Stage lighting* option (add £25 per Session) Technician Dressing Room Backstage Toilets				
MUSIC ROYALTIES The hirer is responsible for submitting the appropriate Return to the Performing Rights Society and settling their fees. A copy of this Return must be forwarded to the Hon. Treasurer.				

* Stage lighting: Any rigging or re-focussing requested will be charged at £40 per hour or part thereof.

Total Fee £

Please do not sign this Booking Form unless you wish to be legally bound by its terms.

PLUS £50 refundable Deposit
subject to the Terms and Conditions of Hire overleaf.

Please make cheques payable to **Hurstpierpoint Players**, or pay using Electronic Funds Transfer to Sort Code 40-23-17, Account No 01252119 **and** e-mail advice to the Hon. Treasurer.

The completed form must be returned with Fee and Deposit to:
**Mrs J Porter, Hon. Treasurer, Hurstpierpoint Players,
133 Western Road, Hurstpierpoint, West Sussex, BN6 9SZ.**

Signature _____
Name (print) _____
Date _____

For office use only:

Diary updated Cleaner booked Technician booked FoH staff booked Bar staff booked Deposit returned

TERMS AND CONDITIONS OF HIRE

Subject to the terms and conditions described below the Players Theatre may be offered for hire by the owner Hurstpierpoint Players under the management of the General Committee (collectively referred to as 'the Management').

Bookings

- The Theatre and Meeting Room are available separately for hire Monday to Sunday in three Sessions:
 - Morning 09:00-13:00, Afternoon 13:00-18:00 and Evening 18:00-24:00.
- The Hirer may not enter the premises before the start of their Session and must be off the premises by the end of their Session. Overruns will be subject to a surcharge.
- All bookings must be made by submitting this form to the Hon. Treasurer (address on front of form) at least three months in advance of the first Session together with the Total Fee plus the Deposit (preferably by separate cheque).
- Bookings are limited to the individual or organisation identified on the front of this form, are not transferable and cannot be sold on.
- The Management reserves the right to accept or not accept any booking at their discretion.
- A booking has not been accepted unless the Hirer has received written confirmation. Such notice may be sent electronically.

Hiring Fees

- Bookings requested without the Deposit will not be accepted.
- The Deposit will be refunded in full if:
 - a confirmed booking is cancelled by the Hirer in writing to the Hon. Treasurer not less than three months in advance of the first Session, in which case at the discretion of the Management 50% of the Total Fee also shall be refunded; **or**
 - on completion of the period of hire no loss or damage of Theatre property has occurred; **and**,
 - the premises are left in the same clean and tidy state that existed at the commencement of the hire period.
- Any special cleaning or repairs required as a result of any action or inaction by the Hirer will be charged at cost +10%.
- Stage luminaires must be rigged and focussed only by our lighting technician for health & safety and insurance reasons. Any rigging or focussing needed should be requested by the Hirer as early as possible and in any case not less than 48 hours prior to a performance. This service is subject to the additional charge shown overleaf.
- Rehearsals: Members of the public may not be present at a rehearsal or it will be classed as a performance and charged accordingly.
- All cheques must be made payable to **Hurstpierpoint Players** and sent to the Hon. Treasurer (address on front of form).

Liability, Insurance and Force Majeure

- The Management shall not be liable for any loss or damage caused by delay in its performance or non-performance of any of its obligations under these Terms & Conditions of Hire where the same is occasioned by any cause whatsoever that is beyond the Management's control. Should any such event occur the Management may cancel or suspend any agreement without incurring any liability for any loss or damage occasioned.
- The Hirer is strongly recommended to obtain adequate insurance to cover their own and third party liability, personal injury, damage to property (including Theatre property) and cancellation or interruption of the hire.
- The Management does not have insurance to cover such events and cannot accept any liability for any accident, injury, damage to property, or loss of revenue howsoever caused except as limited by statute or where directly attributable to any fault in Theatre property or fabric.
- The Management accepts no responsibility or liability for any item of property left on the premises. Where possible the Hirer shall be informed of any such property the ownership of which if left unclaimed after three months shall pass to the Management for disposal at its absolute discretion.

Injury or Damage

- The Hirer must report to the Hon. Treasurer within 24 hours any accident causing injury to any person within the premises or damage to Theatre property. If the injury is serious, ie requiring immediate medical treatment by ambulance crew, a doctor or paramedic, then the report must be made immediately.
- Drawing pins, staples, Blu-Tac, sticky tape and other means of temporary fixing should not be used on Theatre fabric. The Hirer must bring suitable notice boards if there is a need to display temporary notices. All damage to paintwork will be made good and charged at cost +10%.

Fire & Safety Precautions

- Hirers should familiarise themselves with the positions of fire-fighting equipment, escape routes, and the procedure to be followed for the evacuation of the premises.
- Hirers are required to keep access to all exit doors free from obstruction at all times.
- The use of pyrotechnic devices or naked flames anywhere on the premises is not permitted except where approved in writing by the Management following a fully documented submission. Any such use will activate the fire alarm system.
- No paper or any other decorations may be used on the stage or in the auditorium unless adequately fireproofed. The Hirer is held responsible for seeing that this condition is met.
- Smoking is absolutely prohibited anywhere on the premises.
- Smoke machines will activate the fire alarm system.
- If the fire alarm system is activated the premises must be evacuated. Only if safe to do so should a search be made for the source of the alarm. The alarm must not be silenced without this essential precaution. The premises must not be re-entered until it is safe to do so. Any activation must be reported to the Hon. Treasurer.
- Portable electrical appliances brought on to the premises by the Hirer must bear a PAT certificate issued within the preceding two years and must pass visual inspection by a qualified electrical technician.
- In the auditorium, wheelchairs must be sited in the approved locations only. Elsewhere they must be sited where they will not cause an obstruction in an emergency and where a ready means of escape is available. Each occupant of a wheelchair must be accompanied by an able-bodied adult who will be responsible for him/her.
- In the auditorium, when a wheelchair, walker, pushchair, or other device is not required during a performance it must be removed from the auditorium and stored safely such that it is readily accessible but does not cause an obstruction in any emergency.
- Before leaving the premises the Hirer must check that all electrical appliances have been switched off and, in the case of portable appliances, disconnected.

Stewarding

- One person over 21 years of age shall be nominated by the Hirer to take charge of and remain on the premises at all times when members of the public are present. This person shall not be engaged in any other duties which will prevent him/her from exercising general supervision. If Theatre staff are present this nominated person will be their principle liaison contact.
- If Theatre staff are not present, the Hirer must provide sufficient reliable stewards to ensure that order is properly maintained during the Session and that unauthorised or undesirable individuals do not obtain access to the premises.
- The use of confetti either inside or outside the premises is not permitted.
- All equipment brought in (stores, drinks, glasses, etc) must be removed before the end of the Session. The Hirer may not enter the premises in order to make deliveries, collections or for any other purpose outside of their booked Session except with the prior agreement of the Hon. Treasurer.
- The Hirer is responsible for any washing up, sweeping, or tidying that is necessitated by their activities. The premises must be left clean and tidy, with all furniture and equipment replaced where it was found. There is a vacuum cleaner backstage.
- All rubbish is to be removed from the premises by the Hirer. The recycling and landfill bins are for use by the Management only.
- If Theatre staff are not present the Hirer must, before leaving the premises, check that all internal doors are closed and all external doors (including fire exits) are closed and properly secured, taps (and water heaters, if used) turned off, all lights turned off and the toilets checked and flushed. No-one other than Theatre staff can be left on the premises.
- Any breach of these conditions will result in a surcharge being made.

Security

- If Theatre staff are not present the Hirer is responsible for the security of the premises during and following their Session. Any loss of, or damage to, Theatre property, equipment, fabric or decor as a result of the premises being left insecure will be charged to the Hirer at cost +10%.
- In addition, the Hirer agrees to hold indemnified the Management against any and all legal claims and expenses arising out of the insecurity.

Liquor Licences

- The Theatre has an On Licence for the sale by retail of alcohol between 14:00-23:00 on Sunday and 12:00-23:00 Monday-Saturday in respect of any indoor performance of dance or play, exhibition of film, performance of live music, or playing of recorded music. The Hirer must comply with the detailed licence, displayed in the Bar.
- The Theatre is in a residential area and the Hirer is requested to make as little noise as possible when leaving an evening Session.

Access

- For a Session when Theatre staff will not be present, the Hirer should collect an access key in the week of the Session from the Hon. Treasurer (phone 07908 640493). The key must be returned immediately following the Session. Failure to return the key will result in a surcharge of £50 to cover changing of locks.
- The Management reserve the right of entry to all parts of the premises at all times.