

Conditions of Hire for Events

These conditions apply to events where the public are admitted or any form of celebration or party. Each event has a House/Event Supervisor who needs to understand these conditions and their understanding must be logged. The log is kept in the blue file.

Responsibilities of the House/Event Supervisor cover safety of the performers and audience, especially in relation to evacuation and fire, the needs of disabled persons, any additional requirements if children are involved, brought in equipment, brought in food, any accident occurring and damage caused during the event.

Safety

1. The House/Event supervisor and any attendants must be familiar with the emergency exits (they have signs and lights) and with the notices about Evacuation Procedure and the Floor Plan showing exits and the location of fire extinguishers. These are displayed in each room and the foyers.
2. During use the hirer should ensure that all emergency exits are kept clear. The assembly point is the car park and, in the event of an evacuation, the hirer should ensure all occupants of the Arts Centre have left the building.
3. The building has a number of fire extinguishers located around the building. If there are signs of a fire then, at the hirer's discretion, the extinguishers may be employed if it is safe to do so and giving priority to their own means of escape. Instructions for the use of these are located with the extinguishers. If there has been a fire please call the Fire Brigade from the phone in the upstairs office or a mobile.
4. In case of any evacuation, accident or damage please let the Arts Centre management know.
5. A first aid kit is located in the disabled toilet and may be used as needed.
6. No smoking, vaping or use of naked flames (including as part of any demonstration or performance) are allowed in the Arts Centre. No ball games or similar are allowed unless the Arts Centre has given permission.
7. The Centre has a child and vulnerable person policy and if the activity is open to such persons then the hirer needs to comply. In particular, if the activity is for children then the hirer must have current DBS certification. A copy of the Child Protection Policy is kept in the blue file.

Event Planning

Risk Assessments

Risk assessments for our normal events are contained in the blue file. A tailor-made risk assessment may need to be produced for any event outside the mainstream 'performance for an audience' event. Arts Centre assistance can be provided to produce this. The House/Event Supervisor must understand the appropriate risk assessment for the event and record their understanding in the Event Log in the blue file.

Seating Plans, Capacity and Attendants

The building has a capacity limit in relation to the various types of events that are held.

For the Main Hall

- an unseated event such as dancing or party: 215
- an event with stage and seats in rows: 152
- an event with stage and café style seating with chairs around tables: 100
- in addition, if the balcony is in use, an extra 24 may be allowed.
- these figures may be reduced if the bar is requested as its capacity is limited.

For the Gallery

- a maximum of 30 is allowed.
1. In total no more than 260 people are allowed in the building which includes all staff, performers and audience.
 2. These numbers will be reduced if the stage area is enlarged or if furniture, such as sales tables, are used and also in case of events where children or many persons of limited mobility are expected.
 3. There are standard seating plans available for typical layouts of seated audiences with stage events which give aisle room for access and egress. When laying out tables and chairs consideration should be given to access and egress of the audience in case of emergency.
 4. In all events at least one other attendant is required who has the same responsibilities as above and, in particular, is familiar with evacuation procedures. This is in addition to any bar staff. For some events a number of extra attendants will be needed to assist the Supervisor, in particular one each when the balcony is in use, if the Pat Penney room is in use and/or the majority of the audience are children.
 5. The House/Event Supervisor and attendants must all be over the age of 16 and must be identifiable. They are responsible for the safety of the public, the performers and any staff on the premises during the event.

Technical Requirements

1. Lighting and sound requirements must be agreed in advance and the operation of such equipment be the responsibility of the Technical Manager or authorised operative. There must be no admittance to the technical control room except on the authority of the Technical Manager or authorised operative.
2. A hearing loop is available.
3. If the event involves electrical equipment or any equipment which could be a risk to an audience member or the building such as DJ kit or heaters for food, then the hirer must ensure that the performer has third party insurance. Any brought-in electrical equipment must be PAT tested.

Bar

1. The bar, if required, will be manned by trained volunteers. No other alcohol will be permitted on the premises unless agreed beforehand. Corkage would normally be charged if served by bar staff.
2. There are no food facilities available in the Arts Centre. If any food is required at an event this must be agreed with the Arts Centre management beforehand, irrespective of whether it is provided inside or outside the building.

During the Event

Before an event starts, and during an event, the House Supervisor and any attendants must ensure that all exits are passable and that gangways and aisles are kept clear, that overcrowding does not occur and behaviour, especially in relation to alcohol, is acceptable. They must be familiar with the alarm and evacuation procedures in case of fire or other emergency and also know of the location of the first aid kit and be prepared to attend to any injury. The control of amplified music is also required to be at a level that does not disturb the neighbours and ends at 23.00.

Closing Up

The bar will normally close at 23.00 or before and any event must be finished by 24.00 as the licence requires. The following should be checked before leaving the building:

- the premises are empty, checking all rooms including toilets,
- all internal doors are closed especially fire doors,
- all taps are turned off,
- all glasses/litter are tidied from all rooms including the balcony if used,
- all furniture returned to its usual place,

- all windows closed and all lights turned off,
- all external doors locked.

If any damage caused or any accident/emergency attended to please let the Arts Centre management know. The Arts Centre reserves the right to charge for any damage caused during the event or to refuse any future booking.