



BOOKING FORM NOTES

Catering & Refreshments:

There is little to no kitchen provision. External caterers are permitted with express permission of the management. If you are supplying your own catering, please give full details to the Manager including the name and contact details of your provider. A Level 2 Food Hygiene certificate will need to be provided. No gas or oil may be used inside the building.

We can operate a fully stocked licensed bar for your event, the profits from which go back into the charity. A price list is available on request. Please discuss any other needs with the Manager.

Marketing:

The Hirer is responsible for the marketing of their own event, including the producing and printing of any literature such as posters, flyers etc, unless otherwise arranged with the Manager. SPI Staff, where possible, will assist with the promotion of events taking place at Stanley Halls. For further confirmation contact the Manager.

Technical Provision:

Please discuss your specific technical requirements with the Manager; anything above basic use of PA and lights can be arranged at a cost. All technical requirements must be given no less than three weeks in advance of arrival. Any requests given after this time may not be fulfilled.

CONDITIONS OF HIRE

The Hirer:

1. Shall comply with any requirements or directions of the SPI appointed Manager who shall be at liberty to suspend, terminate or control the hire to any extent and in any way they may deem necessary. The Hirer shall immediately vacate the premises if requested to do so. Such determination shall not release the Hirer from their obligations. This shall be without rendering SPI liable to damages or otherwise in respect of such suspension or actions.

2. Shall comply with all statutory regulations and other legal obligations to which he/she is subject, for example, no smoking anywhere in the building and no behaviour likely to cause a breach of the peace.
3. Shall not allow anything to be done to invalidate the insurance policy.
4. If the hire has to be cancelled by the Hirer the following policy applies (minus holding deposit):

<u>% Total of Hire Charge Refundable</u>	<u>Time Prior to Event</u>
100%	Up to 6 Months
75%	Up to 3 Months
50%	Up to 2 Months
25%	Up to 2 Weeks
0%	Within 2 Weeks

100% refund in event of cancellation by the venue.

5. If a performance hire, the Hirer shall insert the name of the premises on all tickets, advertisements, prospectuses and programmes all of which are to be submitted to the Manager for approval before printing.
6. Shall make no monetary collection on the premises except with prior written consent of the Manager.
7. Shall comply with SPI's zero tolerance of drugs & the misuse of alcohol policy.
8. Shall not use the premises for any purpose other than that specified in the Agreement.
9. Shall keep all gangways doors, passages, corridors, entrances and exits clear and unobstructed.
10. Shall not remove any of the fixed furniture or appliances from Stanley Halls or drive any nail, screw or other fixing or fastening into any wall, floor or furniture without previous permission of the Manager.
11. Shall repay to SPI on demand the cost of reinstating all or any part of Stanley Halls, or any property in or upon the building, which is damaged, destroyed, stolen or removed during the hire period or prior to the hire period if the damage is in relation to or caused by the hiring.
12. Shall only bring property into the building if it is safe, and adequately fireproofed. Electrical equipment may be subjected to PAT testing. All such property is the responsibility of the Hirer and must be removed after the event.
13. Shall not permit any explosives, highly inflammable spirits or the use of naked lights in or around the premises.
14. Shall leave the space in a clean and tidy order, or a cleaning fee will be deducted from the damage deposit before a refund is issued. Alternatively, with prior agreement made with the Manager, the Hirer can choose to pay a cleaning fee whereby cleaning will be arranged by the Manager. If confetti is brought onto site an automatic cleaning fee of £50 will be applied.
15. Shall not transmit or record performances or take photographs on the premises without prior consent from the Manager.
16. Shall not infringe the copyright on plays etc and shall indemnify the SPI for any proceedings arising from breach of copyright.
17. Shall not permit the use of any amplification equipment without previous permission from the Manager.

18. Shall provide such attendants for general supervision of the premises as the Manager shall deem necessary.

SPI:

1. Will retain the keys.
2. Will provide at its own expense for reasonable cleaning, heating and normal lighting of the premises but shall not be responsible for any failure or defect thereof.
3. Will not accept responsibility for the loss of or damage to any item brought to or left on the premises.
4. Will not be liable in any way to the Hirer in the event of the premises being unusable on the specified date through fire, flood or similar. Where possible a similar space will be provided within the building to the best of our ability.

Miscellaneous:

- Any notice by SPI or the Manager to the Hirer may be sent by email or ordinary pre-paid first class post to the Hirer at the addresses given in this agreement and will be deemed to have been served immediately if by email or on the following working day if by post.
- The driver of any vehicles parked in the premises must remain on site when the car is parked, with the vehicle logged by the Manager. SPI accepts no liability in respect of vehicles parked on its site.