

Each space must be vacated by the allotted time and returned in the same condition as offered at the commencement of the session.

Please place any rubbish generated in the bins provided. The management reserve the right to charge for any additional time used over that agreed at the outset or if the space is left in a condition deemed unacceptable and by the management or not in the same condition as offered prior to the session.

The Theatre's fixed lighting rig and PA system may only be used under the supervision of a theatre staff member. Please tell the management in advance of any technical requirements.

We do not provide refreshments or tea/coffee facilities. There are several lovely cafes on the street and a Tesco across the road. The Rosemary Branch pub downstairs is open from 5pm Mon-Thurs and 12pm Fri-Sun, serving hot and cold beverages and a constantly changing blackboard menu of delicious snacks and meals.

Daytime hire is strictly for rehearsal, workshops, auditions, meetings and photography only. Public events, filming, performances or private events involving more than 15 people may not take place in any of the spaces prior to 5pm, without written consent from the management prior to booking.

Personal items should not be left unattended and all belongings kept with the owner when not present in the spaces. The management are not responsible for any items of loss or damage whilst on the premises.

When leaving and entering the building before 5pm, please remember that both the main pub doors and fire escape theatre doors must be kept shut at all times. One member of your team will need to remain in the building at all times to allow re-entry.

Any damage, however caused to the space, infrastructure or equipment through misuse or abuse, will be charged at cost to the user. The management reserve the right to use all legal remedies to recover all damage, breakages and loss. It is the responsibility of the user to report any item of equipment either missing or damaged to a member of staff immediately and prior to the start of the hire period. No equipment may be removed from any room without the consent of the management. Any user found interfering with fire extinguishers, safety equipment, electrical equipment, theatre equipment or any other fitting will be removed from the premises, barred and charged for any damage caused.

All bookings are strictly non-refundable and non-transferable.

The management endeavours to provide a high quality rehearsal and event facility at all times. In the unlikely event that either a specific room, shared space or the building in its entirety becomes unusable due to unforeseen circumstances or events beyond their control, the management will not be liable for any physical or economic loss incurred by such an eventuality.

The spaces cannot be repainted, and no drilling or damage to the floor or wall paint may take place.

A fixed rig is in place in The Theatre. The lanterns, speakers, projector and projector screen cannot be moved. Under supervision of the Theatre Manager, lanterns can be focused or gels can be changed.

The Fire Escape is only to be used as an emergency exit, or access point. Smoking and drinking on the Fire Escape is strictly forbidden.

No pyrotechnic devices, smoke or haze machines, or open flames whatsoever are permitted in the building.

No confetti, party poppers, sand, flour, styrofoam, salt, sugar, feathers or loose glitter are permitted within The Theatre. These items may be used in the Marie Lloyd Room only upon written confirmation from the management.

All online advertising and advance ticketing services for events are your responsibility. The management does not promote external hires online, in print or on social media.

For theatre shows, we will provide box office staffing on the night. Please present us with a list of advance sales where appropriate. You will retain 100% of any box office sales.

For performances in The Theatre, you must supply a competent technical operator.

Props, set, costumes or other items cannot be stored overnight in the building, except with written confirmation from the management.

Absolutely no drinks are allowed on or near the technical box in The Theatre.

It is your responsibility to obtain all necessary copyright licenses for live events and performances.

You may not use any part of the building for any activities which are dangerous, offensive, noxious or cause a disturbance.

You may not allow or undertake any activity which might raise the premium or invalidate any insurance policy covering any part of the building.

You must ensure that all electrical appliances brought onto the premises are safe and fit for use.

You must ensure that all aisles and emergency escape routes are kept clear.

You must ensure that the safety of persons in the environment is not put at risk by your activities.

In the event that you do not comply with any of the above terms, the Management reserves the right to terminate the hire without notice and seek compensation from you for any losses incurred.