HIRE OF ANDOVER COLLEGE 1803 THEATRE

(Please return FAO Louise White louise.white@sparsholtcollegegroup.ac.uk)

CONTACT DETAILS	
Name of Hirer	
Contact name	
Tel	
Email	
Address	
BILLING ADDRESS (IF DIFFERENT FROM ABOVE)	
Contact name	
Address	

EVENT DETAILS	
Description of event	
Hire schedule	

Date	Time From	Time To

HIRE CHARGES: Payment is required prior to use of facility (Sales Invoice will be sent to Billing Address)	
Theatre	
Technician	
Caretaking costs	
VAT @ 20%	
Other	

I agree to the College's Terms and Conditions of Hire and agree to pay the fee set out above.

Signed: (Hirer)_____

Date:_____

Signed on behalf of the College_____

TERMS AND CONDITIONS OF HIRE

USE OF FACILITIES

- The hirer agrees to manage and conduct all performances in such manner that nothing shall be done which shall lower the reputation of the Andover College or cause or permit any act that may be illegal, immoral or indecent or likely to cause offence, injury or harm to any person.
- The use of pyrotechnic devices must not be used without prior approval by the Andover College.
- The area utilised by the hirer must be left in a clean and tidy condition to the satisfaction of the College.
- The hirer agrees to pay for any damages incurred or excessive cleaning that it required as a result of the hirer's event.
- Smoking is forbidden in all College buildings and is only permitted in designated smoking areas.
- No alcohol may be consumed on the premises without written permission from the College. It is strictly forbidden for alcohol to be sold from the premises.
- The hirer agrees not to carry out any alterations to the fabric of the building or to equipment or furniture of the building nor shall it fix or cause to be fixed, any apparatus, equipment notice or decoration without the previous consent of the College.
- The hirer is responsible for any breakage, damage or loss to the fabric of the building or to equipment or furniture of the 1803 Theatre, caused by the hirer its employees, servants or agents
- The hirer shall provide all appropriate stage settings and scenery, wardrobe, properties and effects necessary and incidental to the provision of the Production. Any items owned by the College that the hirer wishes to use may be subject to separate hire charges.
- The hirer will provide to the College **in good time, prior to the commencement of the production** full details of scenery, special effects, lighting and sound requirements
- The hirer will vacate the area and remove all personal effects and property from 1803 Theatre at the conclusion of the letting period or sooner and leave the 1803 Theatre in the condition required by this agreement.

LIABILITY

- The College accept no responsibility for loss, theft or damage of personal property brought into the College by any person, including the hirer. Including any vehicle bought onto the College site.
- The hirer is responsible for the public performance of copyright work and the College will accept no responsibility for claims, demands or actions arising out of any infringement of copyright occurring during the period of hire.
- The hirer shall indemnify the College in respect of claims for damages, proceedings, costs and expenses of any description arising from the hiring of the 1803 Theatre and take out and maintain such policies of insurance as are necessary to insure against such liability and to produce the same to the College for inspection. The Public Liability Insurance required is £5,000,000
- The hirer will ensure that during the letting period, no persons other than those belonging to the hirer or College shall be given access to the stage or dressing rooms, nor shall they assign or sub-let the right to use any part of the area hired.

- Any equipment/materials stored on the College premises will remain the responsibility of the hirer, however a list of equipment/materials must be made available to the College.

CANCELLATIONS

- The hirer shall note that the College reserve the right to cancel a booking, in the event of the 1803 Theatre being required for our own use
- The hirer shall advise the College within 7 calendar days of the start of the event, should they wish to cancel the booking

TERMINATION

- The College shall be entitled to terminate this Agreement forthwith by written notice at any time, if any of the following should occur:

    - The hirer is found to be in breach of any of the terms of this Agreement

HEALTH AND SAFETY

- All hirers must comply with all College policies including Equality and Diversity, Health and Safety and Safeguarding and Prevention of Terrorism Policy. A copy of these policies can be obtained from reception.
- Hirers must ensure that they understand the site fire procedures and ensure that all people under their control are aware of those procedures/requirements.

Additionally, the Hirer should:

- **Identify the evacuation routes from the room;**
- **Ensure the group know where the appropriate assembly point is located;**
- **Maintain a record of those persons present in the room when any evacuation started and be able to account for those persons when at the assembly point (e.g. by keeping a register)**
- **Where children are present (those under the age of 18), the hirer shall arrange for sufficient adult supervision ensuring appropriate safe guarding arrangements are in place.**
- **Be responsible for ensuring a First Aider is present**