



LANSDOWN HALL & GALLERY

Stroud's Community Venue

TERMS AND CONDITIONS OF HIRE

1. Definitions

- 1.1 'LH&G & Venue' means the Lansdown Hall & Gallery Stroud GL5 1BB
- 1.2 'the Hirer' means the person by whom the attached booking form is signed
- 1.3 'the Building & The Hall' means the Lansdown Hall & Gallery Stroud GL5 1BB
- 1.4 'the Manager' means the LH&G Venue Manager or any staff member duly authorised by them

2. Booking Confirmation

To confirm your Booking you must have completed and signed a fully costed Booking Form, returned along with the agreed deposit (usually 50% of hire charge) and read and accepted these terms and conditions.

3. Licence

Subject to terms and conditions set out here LH&G gives the Hirer the right to use the hired venue for the hire period and permitted use. Details of the Premises Licence can be obtained from the Manager

4. Permitted Use

- 4.1 Access information, codes etc, must not be shared with any third party
- 4.2 The venue shall not be used for any purpose other than the permitted use agreed on booking form and shall be subject to any special conditions set out in writing by LH&G
- 4.3 Unless arranged with the Manager no person other than the persons taking part in a performance shall be permitted on stage, in the dressing room or backstage.
- 4.4 Only persons authorised by the head Technician are permitted up in the tech gallery. Max 4 people

5. Staffing

- 5.1 The Hirer must employ, through LH&G, approved SIA security staff for the protection of the venue and staff if deemed necessary by the Manager
- 5.2 The Hirer must employ, through LH&G, St Johns Ambulance first aid staff for the protection of the guests if deemed necessary by the Manager

6. Licensed Capacity, Maximum numbers

The Hirer shall ensure that the maximum number permitted to attend any event at the building is not exceeded. Under the

premises license the maximum is 250 standing and 150 seated subject to variation and hall usage inclusive of performers and staff

7. Bar – Catering - Cloakroom

- 7.1 The Bar is fully stocked and staffed by LH&G. There is a charge of £70 if takings are below £400 to cover staff costs.
- 7.2 No drinks can be taken outside, please make sure your guests are aware of this
- 7.3 No refreshments, alcohol or catering services can be brought to the Venue without prior agreement and authorisation from the Manager
- 7.4 LH&G may at its discretion provide and charge for cloakroom facilities. All items left at owners risk

8. Venue post Event

The Hirer must leave the venue in a clean and tidy condition with all furniture and equipment used put back. Essentially you must leave it as you found it ready for the next hirers. You must clear up by the end of the period for which you have booked the venue unless otherwise agreed in advance with the Venue Manager. Refer to **Checklist Doc7**

9. Programme, Layout, Tickets & Posters

- 9.1 The Hirer shall submit in writing to the Manager details of the proposed programme of the event along with position of staging, chairs, tables and any furniture to be used at least 14 days before the Hire
- 9.2 The Manager has the right to object to any song, dance act, speech, dialogue, costume or any other item and that item shall be removed or omitted from the programme
- 9.3 The Venue will promote each event to the best of its ability but cannot guarantee constant display of posters/fliers
- 9.4 Tickets and posters shall state that no person shall be admitted to the Venue after 10.30pm

10. Publicity

The Hirer is responsible for the production of all publicity materials. The Venue will advertise the event as specified on the Publicity Form upon receipt of the material in the required format. See **Publicity Form Doc3** for full details

11. Conduct of Patrons

- 11.1 Chewing Gum and stiletto heeled shoes are forbidden in the Venue to protect the wooden floor
- 11.2 The Hirer is responsible for good order and conduct during the hiring. The Manager reserves the right to refuse admission to or remove any person. The Manager may immediately terminate the Hiring if the conduct of patrons is unsatisfactory. In such an event no compensation will be payable by LH&G

12. Drugs, Alcohol & Smoking

- 12.1 LH&G operate a zero tolerance policy towards alcohol and substance abuse
- 12.2 Anyone found using or under the influence of illegal drugs or substances classified under the Misuse of Drugs Act (1971) will be reported to the police and asked to leave the premises. Any evidence or suspicion of drug use on our premises will also be reported immediately to the police.
- 12.3 It is against the law (Licencing Act 2003) for anyone under 18 to consume alcohol on a licensed premises, anyone found purchasing alcohol for a guest under 18 years of age will have the alcohol confiscated from them and will be asked to leave immediately. The incident will be reported to the police and the individuals involved can be fined up to £5,000 each by local authorities.
- 12.4 LH&G is a completely non-smoking environment. The designated smoking area is outside the main entrance where an ashtray is provided. The use of electronic cigarettes is prohibited in the same way as smoking.

13. Hirers & LH&G Equipment

- 13.1 No equipment shall be brought into the venue without the consent of the Manager. Anything brought in without consent will be removed and any damage caused will be charged to the Hirer and the Hire terminated.
All electrical equipment must be PAT tested
- 13.2 The Hirer must comply with instructions given by the Manager or LH&G Technician as to the weight, volume and distribution of any sound amplification, lighting or

other equipment used. No lighting, ladders or equipment can be used, altered, removed or interfered with without the approval of the Technician or Manager
Use of any electrical supply in the Venue other than 13 amp sockets must be approved by the Technician or Manager

14. Responsibility for Damage

- 14.1 The Hirer shall be responsible for ensuring that no damage is caused to the Building or any fixture of fitting therein. Ensuring no equipment or materials are dragged across the floor. No nails, hooks, screws etc are driven into the fabric of the Venue. No paint. No paste, gum, tack or other adhesive is used to affix posters or any other materials. **Refer to Decorating the Hall Doc6**

- 14.2 All property in the Venue shall be deemed undamaged at the time of any hire period unless agreed with the Manager
- 14.3 LH&G is opposed to fly posting. If posters relating to a Hire are illegally displayed the Manager may cancel the Hire without any liability for compensation to the Hirer

15. Vacation of Venue

- 15.1 The Hirer shall ensure that the Venue is vacated by patrons at the end of the Hire period and that all furniture, decorations, rubbish and equipment brought in are removed.
- 15.2 LH&G takes no responsibility for any property left in the Venue and a charge may be made to the Hirer for the removal of such property.
- 15.3 If the Hire has caused excessive amounts of litter in or around the Venue the Hirer will be charged for the costs involved in its removal and cleansing

16. Health & Safety

- 16.1 Fire exits must always be kept clear
- 16.2 No candles or pyrotechnics are permitted without prior arrangement
- 16.3 Temporary cables must be fixed securely to the floor and present no hazard
- 16.4 Hirers are responsible for providing a specific risk assessment for their event.
- 16.5 Hirers will be provided, on request, a copy of LH&G risk assessment
- 16.6 If having a private event the Hirer is responsible for securing the building,

leaving all doors locked, windows closed and the alarm set. **Refer to exit procedure Doc5**

17. Children

If the Venue is being hired for entertaining children the Hirer shall arrange sufficient adult supervision as agreed by the Manager and in accordance with our safeguarding policy. **Refer to Safeguarding Policy Doc8**

18. Liability for Loss or Damage

- 18.1 The LH&G shall not be responsible for any loss or damage to any person or property arising from the Hiring or for any loss, damage or injury which may be incurred by or done or happen to the Hirer or any persons resorting to the Venue during the Hire from any cause whatsoever except any act of neglect of its employees
- 18.2 LH&G shall not be responsible for any loss due to breakdown of equipment, failure of electricity supply, leakage of water, fire or act of god which may cause the Venue to be closed or the Hiring to be interrupted or cancelled
- 18.3 The Manager, at his/her discretion, shall require the Hirer to produce evidence of current sufficient insurance cover
- 18.4 The Hirer must inform LH&G of any material damage to the building or contents that occurs during the Hire
- 18.5 The Hirer shall repay to the LH&G on demand the cost of reinstating or replacing

any property in or on the Venue damaged, destroyed, stolen or removed during the Hire. The amount certified by the Manager will be final

19. Cancellation/Termination of Hire

- 19.1 The Hirer has the right to terminate the Hire agreement in writing to the Manager at any time prior to the Hire date. If the cancellation is made more than 12 weeks before the Hire period, the Hirer shall forfeit the deposit only. If the cancellation is made within 12 weeks of the Hire period LH&G are entitled to 25% of the hall hire charge. Within 28 days of the Hire period and LH&G are entitled to 100% of the hire charges
- 19.2 In the event of LH&G being obliged to cancel an event for reasons within their control, the deposit will be refunded.
- 19.3 LH&G may without notice terminate the Hiring if the Hirer breaches any of the terms and conditions contained herein or if any hire charge has not been paid on time

20. Complaints

Any complaints in respect of the Hiring of the Venue must be made in writing to the Manager within 48 hours of the Hiring

21. Copyright

The Hirer shall indemnify the LH&G against any copyright infringement which may occur during the Hire