

Shaftesbury Arts Centre – Agreement to Hire

Hirer/hiring organisation			
Contact name			
Address			
Telephone number		Email	
Date(s) of hiring		Event type	

Schedule of charges (effective 1 July 2018)

Note: The reduced rate is only available to Shaftesbury Arts Centre members, local registered charities or community organisations.

		09.00 – 13.00		13.00 – 17.00		17.00 – 23.00		Agreed charge (£)
		Cost per session	No. of sessions	Cost per session	No. of sessions	Cost per session	No. of sessions	
Phoenix Room	Commercial rate	£50		£50		£60		
	Private rate	£40		£40		£50		
	Reduced rate	£30		£30		£40		
Rutter Room	Commercial rate	£50		£50		£60		
	Private rate	£40		£40		£50		
	Reduced rate	£30		£30		£40		
Proctor Room	Commercial rate	£50		£50		£60		
	Private rate	£40		£40		£50		
	Reduced rate	£30		£30		£40		
		09.00 – 17.00		17.00 – 23.00				Agreed charge (£)
		Cost per session	No. of sessions	Cost per session	No. of sessions			
Theatre	Commercial rate	£200		£250				
	Private rate	£130		£200				
Theatre technician	Obligatory if using technical equipment	£50		£50				

Additional services

	Cost per session	No. of sessions	Agreed charge (£)
Staffed bar	£30		
Kitchen - drink prep only	£10		
Kitchen - food & drink prep	£20		
Marketing / promotion (BVM advert, posters, etc)	£20		
Laminating / overwriting posters if required	£10		
Other			

Total due	£
25% due on booking (non-refundable)	£
75% due 1 month before first hiring date	£

Confirming your hiring:

Completed forms should be returned to Val Baker.

Contact details: 01747 854788. Email: hirings@shaftesburyartscentre.org.uk

Shaftesbury Arts Centre – Agreement to Hire

Ticket sales

In order for us to pay you for ticket sales and any other income, by BACS, less the charges stated and agreed, please provide the following bank account details:

Account name:			
Account number:		Sort code:	

Note: Box-office/on-line ticket sales are subject to 10% commission (which includes the costs of marketing/promotion via the Shaftesbury Arts Centre website, inclusion in the BVM Arts Centre listing, programme etc.) Any licence fees (e.g. PRS) paid by Shaftesbury Arts Centre are to be reimbursed by the hirer.

How we use your information

The personal information you supply is used only for administrative purposes relating to the booking. For full details of the Shaftesbury Arts Centre's Privacy Policy, see www.shaftesburyartscentre.org.uk/privacy-policy.

Terms and conditions

1. A deposit of 25% of the total hire fee must be received by Shaftesbury Arts Centre at the time of booking. The hiring will only be secured on receipt of this payment.
The deposit is non-refundable if the booking is cancelled by the hirer. The total hire fee must be paid at least 4 weeks before the first date of the hiring.
2. A responsible person must be present throughout the hiring period.
3. The hirer is responsible for complying with the Fire, and Public Health and Safety regulations relating to the premises which are displayed in the Centre.
The hirer must ensure that their audience is aware of the fire regulations and the procedures to follow in the event of a fire. They must also comply with any instruction given by a Shaftesbury Arts Centre representative relating to Fire, and Public Health and Safety.
All electrical equipment brought into Shaftesbury Arts Centre by the hirer must have a current PAT certificate. Shaftesbury Arts Centre reserves the right to refuse the use of any equipment deemed to be unsafe.
4. The hirer must reimburse the full cost of repairing or replacing any items damaged or broken during the hiring and must leave the facilities in a clean and tidy condition.
5. The hirer agrees to indemnify Shaftesbury Arts Centre against all royalties, performing rights, costs or fees payable or incurred by Shaftesbury Arts Centre arising out of the hiring of the facilities.
Performing rights declarations must be completed and returned to Shaftesbury Arts Centre at least 30 days before the first date of hire. PRS forms will be provided on request.
6. The hirer must have a valid certificate of Third Party Liability insurance available for inspection if requested by Shaftesbury Arts Centre.
7. Only persons approved by Shaftesbury Arts Centre will be permitted to use the centre's lighting and sound equipment.
8. Where the hiring is a public event, involving ticket sales through the Box Office, the hirer agrees that all materials supplied may be used to publicise the event via media including, but not limited to, the centre's website, posters, the local press and social media.

<i>Signed for by the Hirer</i>	<i>Signed for by Shaftesbury Arts Centre</i>
Name:	Name:
Signature:	Signature:
Date:	Date: