

## Terms and conditions of use – Private Hires

- 1) A written confirmation by fax or letter is required within 7 days of making a reservation. Final details are required no less than 14 days before the event. Scales of charges are by negotiation with the Management, and are based upon the specific type of use required by the client.
- 2) Agreed access times and payment for use of the centre include set up and breakdown times. Users are expected to be clear of the space at the end of their allotted time.
- 3) In the event of a confirmed booking being cancelled, the following cancellation charges will apply:  
4 – 6 months notice = 25% of estimated account  
2 – 4 months notice = 50% of estimated account  
1 – 2 months notice = 75% of estimated account  
1 months notice or less = 100% of estimated account  
If we are able to relet the facilities for another event, we will refund the cost less a cancellation charge of £75.00.
- 4) The named person booking the agreed space(s) is expected to be on site and the main point of contact for that session, should any management or safety issues arise as a consequence of the booking. **The hirer remains responsible for the behaviour and conduct of all people who come onto the premises for the letting.** The number of people using the premises shall not exceed the maximum number authorised for the space(s) in use.
- 5) The point of contact for operational matters on the day of an event is the Duty Manager.
- 6) Any alteration to, or negotiation of contract, financial or access issues are the responsibility of the Centre Manager.
- 7) The Centre has licences to operate 7 days per week for Music and Dance, Theatre and restricted Video operations. The Centre has licences to sell alcoholic and non-alcoholic beverages. The licences are displayed at the Box Office point in the centre. Users are advised to check that the licences granted to the centre cover their event or usage. Any other type of use not covered by the centre licences is the responsibility of the hirer. The Centre may not be used for any purpose other than the one for which permission has been granted. The Centre has a PRS licence for the public performance of music. It does not cover dramatic work for which the user must seek permission.
- 8) **Where a hire involves the playing of music, whether 'live' or recorded, a full set list, event programme, or completed PRS form must be supplied to the Centre by the hirer, together with confirmation of the total number of tickets sold and total box office receipts for their event (net of vat).**
- 9) **Where the hire involves adults working with or teaching children (under 18 year olds) the hirer must provide evidence of CRB clearance for all adults involved with the hire.**
- 10) The Centre reserves the right to open the bar/café/tuck shop at every event. Alcoholic beverages & foods may not be brought onto the premises for public consumption without the express permission of the Centre Manager. Cooking or re-heating of food is not permitted within the centre.
- 11) The Centre is covered for public liability insurance of up to £5m. The insurance covers claims for damages, medical costs and expenses that result out of injury to the public as a consequence of being on the premises. Users of the centre are informed of their responsibility to obtain relevant insurance cover for their activities, members and equipment.
- 12) Hirers will need to provide their own staff who will be responsible for ticket collection (audience entry to the event), ushering and cleaning/tidying venue at the end of the event – **leaving the rooms as you find them.** If you would like the mjc to provide staff to cover this, an additional charge will be made.
- 13) The centre is happy to display posters and carry advertising material within the centre only. Hirers are advised that fly-posting in the locality is illegal and not tolerated by the centre.
- 14) It may at times be necessary to reallocate spaces on any given day. These may vary from the spaces normally used by regular groups, or may differ to the space/s booked by an individual. The Centre will make every effort to minimise inconvenience to it's users on these occasions, although reserves the right to alter room allocations when necessary.

- 15) The in-house equipment i.e. PA & Lights, Microphones and Recording Equipment are not for general use. They are reserved for Centre special events. They may however be hired separately, along with a qualified technician to oversee their operation. The Centre, therefore, will provide alternative equipment when required.
- 16) The Centre storage areas were designed for storage of specific Centre equipment. Use of these areas by user groups for storage of non-centre items should be kept to a minimum. At present, no charges are made for private use of this space, although the Centre reserves the right to impose a levy when appropriate.
- 17) Private equipment and personal items brought onto the premises are done so entirely at the owner's own risk. The Centre will take every reasonable precaution to ensure the security of its storage areas, however, no responsibility can be taken for loss or damage to private items. Any items left so as to cause hazard, nuisance, or impediment to centre operations will be removed.
- 18) Smoking is not permitted in any part of the building.
- 19) The centre values and protects the relationship with its neighbours. All users are instructed to recognise the noise nuisance potential of their actions at all times. In particular, entering and exiting the premises, car door slamming and shouting. The centre retains the right to access any space at any time in order to make checks on its responsible use by the hirer.
- 20) The centre has ample parking space available. Users and visitors are instructed to make use of this space and not to infringe on neighbours parking spaces in front of the houses.
- 21) Users are instructed to use and enjoy the facilities in a responsible manner. Users are responsible for clearing up any mess created as a consequence of their event. Any damage to the fabric or decoration of the building and its contents will be charged for.
- 22) Any additional conditions of hire are included on the mjc booking form.

### **HEALTH AND SAFETY**

These health and safety provisions should be noted and considered an integral part of the hire agreement by all users of The Mick Jagger Centre.

- All hires and users of the centre are covered by the centres public liability insurance against accident and injury up to £5m.
- Damage and injury that occurs as a result of vandalism or deliberate acts are not covered by the centres insurance.
- The centre holds no insurance for equipment brought onto the site by third parties.
- The centre has employers liability insurance.

All users and visitors are reminded that it is their responsibility to be capable of and suitably equipped for the activity they are engaged in. The centre provides no additional safety equipment, other than for technical operations of its installed equipment.

Following a Risk Assessment at the centre for Health and Safety it has been highlighted that only the centre's staff can operate the centre's equipment (lighting/sound and staging). The only exception to this is where a hirer's own technician is suitably qualified and insured, and proof of this would be required.

### **EMERGENCY PROCEDURES**

In the event of a fire, the alarm will sound, and an automatic voice alarm will instruct you to leave the building. You are requested to leave by the nearest available exit, all of which are clearly marked. You are requested to meet in the playground to the side of the centre, and await further instruction. If you discover a fire, operate the nearest fire alarm and evacuate the building. The Duty Manager, or other designated responsible person will contact the Emergency Services. If you are unable to alert the Duty Manager, you should contact them yourself. DO NOT attempt to tackle the fire.

### **ACCIDENTS & FIRST AID**

Accidents should be reported immediately to the Duty Manager, and recorded in the centres accident book. If necessary, the Emergency Services will be called. The Centre has trained First Aiders and First Aid Kits on site for immediate use.

Users should consider whether their specific use of the centre is liable to cause injury or risk to persons attending. Under no circumstances are users to bring faulty equipment, dangerous or flammable liquids onto the premises. The Centre reserves the right to cancel any booking without notice, if it is considered a risk to the public, in contravention of our licences or health and safety policy.