



**ROYAL
MANOR
THEATRE**

Royal Manor Theatre - Conditions of building hire

1. The hire of the building shall in no way discriminate against anyone on the grounds of their race, ethnic or national origin, gender, marital status, sexual orientation, disability or age.
2. When completing the booking process, the hirer shall supply all information requested including details of all their requirements for rooms, facilities and equipment and the likely numbers involved. Additional use of rooms or equipment during the period of hire is at the discretion of the Company and may incur additional cost.
3. After an occasional booking is accepted, hirers should pay the fees at least two week before the event, or as otherwise agreed. Regular hirers may be invoiced in advance or at agreed intervals if the hiring is for an extended period.
4. A Bond/Deposit is required for occasional bookings which are (or are similar to) Birthday Parties, Wedding Receptions, Events or other Parties. The decision regarding whether a bond is required will be made at the discretion of the company.
5. For occasional bookings relating to parties or events as mentioned above in point 4 the bond/deposit will not be returned or only returned in part if the building is not left in the same condition as it was at the beginning of the booking. For Example if the building or any furniture is damaged or not clean/littered. In addition, The Hirer shall compensate the Company for any further cost of repairs of any damage done to any part of the property, including contents during or as a result of the booking.
6. In the event of cancellation by the occasional hirer, no refund of any monies paid will be given.
7. In the event of a cancellation by any hirer, no refunds will be given.
8. The company reserves the right to cancel a booking by notice to the hirer from the company. A refund of fees will be given but no compensation shall be payable by the company, to any person in consequence of cancellation.
9. The company reserves the right to refuse a booking.

10. The Hirer shall, during the period of hire, be responsible for supervision of the building, protection of the fabric and contents, safety of the occupants and behaviour of all persons using the building as part of the booking, including proper supervision of car parking (where applicable), and departure so as to avoid disturbance or inconvenience to neighbours or other users. The hirer or person in charge must be over the age of 18 and must be on the premises throughout the hire period. Where the premises are used for public entertainment or an event where alcohol is served there must be at least 2 persons over 18 on supervision duty.

11. It is the responsibility of the Hirer to remove litter and waste food from the building and to wash and dry crockery if used and to leave the building in a reasonable condition at the end of the hiring period.

12. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking other than those already held by the Company. The hirer should check which licences would be required when making the hiring.

13. The Hirer shall be responsible for observing all regulations relating to the building as laid down by the Licensing Justices, Fire Authority or otherwise.

14. The Hirer shall be responsible for making arrangements to insure against any third party claims made against her/his organisation or group whilst using the building. The Hirer is also responsible for insuring separately all equipment or apparatus brought on to the premises.

15. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policy relating to the building.

16. The hirer is responsible for ensuring that there are adequate procedures in place for first aid and emergency situations including contact with the relevant emergency services.

17. It is the responsibility of the hirer to arrange furniture in a way that best suits their needs and to replace at the end of the hiring period to the original (or better) state.