

MAIN AUDITORIUM

Terms and Conditions of Hire



Room capacities:

	Theatre Style	Cabaret	Standing
Main Hall	595	250	850
Foyer Bar	-	-	60

Hire of Main Auditorium

- The Princes Hall is available for hire between the hours of 8am-2am Monday to Saturday, and 8am-midnight on Sundays. The venue holds a premises licence, a copy of which is available on request.
- Spaces are available for hire by any commercial or non-commercial organisations for, but not limited to, conferences, meetings, parties, performances, receptions, training sessions, workshops, dance shows and similar events.
- For hires of the Main Hall that include performances, at least one member of the technical staff from the Princes Hall must be on duty to supervise the Get in, Fit up and technical rehearsal. At least one member of the technical staff must be on duty at all other times that the theatre is in use. Their role is to assist in the running of your event and to ensure that safe working practices are adhered to at all times.
- If Hirers have arranged access to sound, light and flying facilities on stage, they may only operate the equipment themselves subject to the Princes Hall's Technical Manager being satisfied that competent persons are doing so. The Princes Hall will not accept any liability for any persons using the venue's equipment and will not accept liability for any accidents that may occur.
- Hirers of the Main Hall may make unlimited use of the dressing rooms, to which they will have exclusive access for the period of the hire. Only persons taking part in a performance or employed by the Hirer shall be permitted on the stage, in the dressing rooms and backstage areas. A member of the Princes Hall's technical staff must supervise and monitor the use of any dressing rooms occupied.
- The technical facilities of the Princes Hall are set out in the Technical Specification. Any additional equipment that you may require can be hired in and the cost added to the hire charge for the auditorium. The Princes Hall will not accept any responsibility for any equipment hired in on behalf of the Hirer. A copy of the Technical Specification is available upon request.
- Effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti / snow, CO2 or oil
 - can all be arranged with prior agreement with the Technical Manager.
- Please ensure that the time that you book at the Princes Hall is adequate for all your preparations, the actual event and the clearing up afterwards. Over-running in the Main Hall at the end of a hire period will be charged at the hourly rate or part thereof. An invoice to cover the cost of any

additional time spent at the Princes Hall, will be issued after the event. Please note, an extension of the hiring time on the day of the event may not always be possible.

- The Hirer shall not sublet the premises or any part thereof.
- The venue will only be used for the event named on the booking form.
- The Hirer will leave the premises in a clean and orderly state to the satisfaction of the Management. Any residue from props or special effects must be thoroughly cleaned away. Should the nature of a Hire result in a requirement for increased services, then these shall be charged to the Hirer.
- All Hirers of the Main Hall must have a meeting with the technical staff prior to their event. This will ensure an understanding of all the technical requirements and schedules that need to be considered. Our Technical Manager, Kevin Andrew, can be contacted on 01252 327671 or email kevin.andrew@rushmoor.gov.uk

Staffing Your Event

- For all public performances the Princes Hall will provide a Front of House Manager and Stewards.
 - It is not possible for the Hirer to provide their own staff. The Princes Hall will be responsible for the engagement of Stewards to ensure the adequate provision for public safety.
- The legal requirements is two stewards for the first one hundred persons attending an event, with an additional one steward for every 100 persons thereafter. The cost of the provision of Stewards will be billed to the Hirer after the event. Stewards can also sell programmes and merchandise, for which we retain 20% commission. The charge due to the venue is 15% if the Hirer sells. Production of programmes and merchandise is the responsibility of the Hirer.
- When it is deemed appropriate, Door Supervisors may be employed in addition to Stewards and the cost recharged to the Hirer. The Princes Hall will ensure that any Door Supervisors employed is SIA (Security Industry Authority) qualified. The Hirer is permitted to provide their own security, providing that the staff are fully qualified.

Health and Safety

- All electrical equipment brought into the Princes Hall must have a current Portable Appliance Test certificates. All equipment must be installed by a competent and qualified individual. Equipment will be inspected by one of the Princes Hall's technical staff.
- Hirers must take all reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions, omissions or the use of equipment, within the guidelines of the health and safety acts.
- Fire and other exits must be kept clear at all times.
- Animals are not permitted into the venue (except Guide Dogs) without the consent of the Venue Manager.

Audio / Visual Recordings

- These are only permissible for educational and training purposes and written permission must be sought by the relevant body, as well as consent by the Council.
- It is an offence to use pirated or copies of audio / visual recordings for Public Performances. Failure to observe can result in legal proceedings arising out of the infringement of copyright during the period of hire.

Bar Hire and Catering

- No food or drink may be brought into the venue. All catering is to be provided by our contract caterers, H H Clark Caterers Ltd. Call them directly to discuss your requirements on (01252) 514217. Alternatively email info@clarkcaterers.co.uk or visit their website www.clarkcaterers.co.uk
- For matinee shows and events where the number of attendees is lower than originally anticipated and where a bar service is required, a £50 deposit is payable. If bar sales exceed £250, the deposit is returned to the Hirer. If the threshold is not reached, the deposit will be kept to cover the cost of staffing.

Box Office Services

- For all public performances, tickets can be issued through the Princes Hall's Box Office. Ticket Printing is charged at 5p per ticket printed + VAT / 10p per ticket + VAT if Hirer is selling tickets.
- Tickets printed by the Princes Hall and taken away to be sold by societies etc. must be fully accounted for and any unsold tickets returned to the Princes Hall at least one week before the first performance of any production.
- As the Princes Hall simply acts as an agent for the Hirer when selling tickets for performances, no VAT is deducted from ticket prices before the balance is paid to the hirer.
- When the Box Office sells tickets, a commission is charged to us by our ticketing system and payment provider. This commission is recharged to the hirer by deducting it from the gross takings along with the hire charge, before the balance is paid to the Hirer. Ticket system commission is charged at 4% + VAT.
- Please provide your bank details should the Princes Hall need to forward any tickets sales monies to you after the event. Payments to Hirers cannot be made by cheque.

Car Parking

- The Princes Hall's car park, adjacent to the venue, is strictly for permit holders only. Hirers may request a maximum of 3 permits, which will be provided if available.

Data Protection

- Rushmoor Borough Council's Data Protection Policy can be found at: -
- <http://www.rushmoor.gov.uk/article/4419/Our-data-protection-policy>

DBS Checks

- DBS checks are carried out on specific members of staff, dependent on their job role at the venue. These checks are updated every three years.

Film Showings

- Any films shown on the premises must be certified either by the British Board of Film Classification (BBFC) or by Rushmoor Borough Council. If no certification is available, the film viewing may only be attended by adults, with no under 18's permitted.
- Please contact the Events Manager for further details.

Fire

- The Hirer shall observe all fire regulations applicable to the holding of the relevant event, and shall comply with any instructions of, or measures recommended by Rushmoor Borough Council, and in particular shall comply in all respects with any directions given by the Fire Authority or the Venue Management in relation to seating and exhibition lay-outs, and emergency exit arrangements.
- It is the responsibility of the Hirer to ensure that in the event of an evacuation of the premises, all persons known to be present are ushered to the fire assembly point in Princes Gardens. A register of performers, backstage crew, technicians and any other persons present who are involved in the performance should be kept and stored in a prominent location. The Hirer or their nominated representative is responsible for removing this register from the premises in the event of an evacuation.

First Aid

- All Technicians and Front of House Managers have been first aid trained. A defibrillator is located on the Ground Floor of the venue inside the Box Office.
- Any incidents that occur must be reported to a member of the Princes Hall's staff within 24 hours.

Insurance

- The Council's Insurance Policy covers for Public Liability, Theft, Accidents, Injury and Accidental Death, which occur through the Council or its Officers negligence. The Council's Policy does not cover the hirer or their agents.

- **Hirers must take out their own Public Liability Insurance**, plus additional cover if any items are brought into the venue which are considered an additional risks e.g. electrical equipment, special effects, trade stands / furniture, exhibition / display Equipment, scenery, etc.
- Should a member of the public or our staff be hurt or injured in some way by an accident during your performance or rehearsals, or through your own actions, or through equipment you bring on site, we require every Hirer to have Public Liability Insurance. All Hirers must be covered by their own Public Liability Insurance for the duration of the whole hire.
- The cover required is up to £5 million. The venue will require a copy of the documentation.

Licences

The Princes Hall holds the following licences: -

- Premises, Personal (Liquor), Performing Rights and Phonographic.
- No form of gambling shall take place without the consent of the Council and the Venue Manager and full compliance with the relevant legislation controlling such activities. Further information can be found at www.rushmoor.gov.uk/gambling

Loss or Damage

- If the venue suffers any loss or damage as a result of the hire, it reserves the right to withhold payment of any monies due to the Hirer i.e. Box Office receipts. The Princes Hall reserves the right to deduct any sum due as a result of any loss or damage from such monies. Any remaining balance will be paid to the hirer once the matter is resolved.

Performance Licence

- Children of compulsory school age from birth up to and including 16 years of age, may need to be licensed to perform on the stage or issued with a Performance Licence Exemption. If this applies to your event, please supply a copy of a Performance Licence or a Performance Licence Exemption.
- Further information can be obtained from Hampshire County Council – Child Employment and Children In Entertainment.

PRS Fees

- All Hirers who perform / use music during their hiring will be charged a PRS fee. The amount payable is dependent on the type and amount of music used during your performance. You may be asked to submit a copy of your concert programme. To apply for an exemption certificate, please contact PRS directly. The venue will need to see a copy of this exemption documentation.
- Further information can be found at www.prsformusic.com
- No charges are made to the hirer in respect of Phonographic Licence Fees.

Publicity

- The Princes Hall does not produce individual leaflets, posters or banners on behalf of hirers. Subject to the availability of space, leaflets, posters and banners provided by hirers may be displayed inside and outside the building.
- There is a fee to be included in the Princes Hall's What's On Brochure and on the venue's website.
- The Hirer undertakes not to place material in such places as to contravene any Bye-Laws or local regulations. If any displays require public liability insurance to be held, then this shall be the responsibility of the Hirers e.g. banners on public railings.
- The Hirer agrees not to fly post, fly posting may result in their event being cancelled.
- Prior to booking, the Hirer must inform the venue of any sponsors of an event and the terms of any agreement made. The venue has the right to refuse any requests that are deemed unsuitable.

Responsibility for Loss

- The Princes Hall will not accept responsibility in respect of, any loss, theft or damage to goods or property left on the premises. Furthermore, the Princes Hall will not be responsible for the costs incurred in the removal, storage or disposal of items left on the premises after a hiring.
- Lost Property will be kept on site for two months before being disposed of.

Right to Refuse Admission / Security

- The Princes Hall reserves the right to refuse admission to, or remove from the premises, any person without stating any reason.
- It is at the discretion of the Manager whether Security staff will be needed at each event.
- The Management reserves the right to search all equipment, props and settings, and all goods and property brought into the Princes Hall and to remove anything that it deems to present a security or health and safety hazard or a breach of the law.

Right to Terminate

- The Princes Hall reserves the right to terminate an Agreement and the hiring at any time. This may occur when: -
- The Princes Hall may be of the opinion that the continued hiring would not be in the interest of the good management of the venue.
- If we believe you may have breached the Terms and Conditions of Hire.

- When the Council may require the use of the premises for a matter of public importance.
- A Force Majeure Event occurs. A Force Majeure Event means the venue becomes unavailable for a reason outside our control i.e. calamity, civil war, terrorism, fire, flood, earthquake, strikes or lockouts, withdrawal of consents or licences, breakdown of machinery, failure of gas or electricity supply, government restriction, act of God, necessary or unavoidable repairs, or health and safety concerns.
- With reference to the Counter-Terrorism and Security Act 2015 Section 26(1) - no activity which may be construed as drawing people into terrorism is permitted to take place at the venue. Should any allegation be received, or if the Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

Risk Assessments

- Copies of the Princes Hall's Risk Assessments are available on request.
- The Hirer may be asked to submit a Risk Assessment depending on the nature of their event.

Safeguarding

- The Princes Hall has adopted the Council's Policy and Procedure for the Safeguarding of Children and Vulnerable Adults'. This document outlines the Council's approach to safeguarding vulnerable people, roles and responsibilities and the procedure for raising concerns. It also includes guidance on best practice when working with vulnerable people to ensure that, where possible, no one is placed in situations where allegations of abuse might be made against them.
 - To supplement the policy, the Princes Hall has produced a Safeguarding policy which both summarises the key points of the policy and highlights some additional information that is bespoke to the venue. Copies of the Princes Hall's Safeguarding Policy can be found at <https://www.princeshall.com/article/11804/Safeguarding>
- Sian Alden is a Safeguarding Champion and point of contact for all Safeguarding matters at the venue.

Smoking

- Smoking and the use of e cigarettes is prohibited throughout the building.

Special Conditions

- No alterations or additions shall be made to the lighting, heating, seating or fixtures or fittings, or other arrangements throughout the Princes Hall.
- No bolts, screws, nails or tacks shall be driven into any part of the premises.
- No articles of inflammable or explosive nature shall be brought into the venue.

- The Duty Technician must be made aware of any changes to the equipment being brought into the venue.

Hire Charges and VAT

- Certain hire charges are subject to VAT at the prevailing rate, and costs quoted will have VAT added to them.
- The Venue's hire charges are reviewed from the first (1st) of April annually and may increase. We will inform you of any change.

Cancellations in The Main Hall

- Provisional bookings may be held for a short period of time at the discretion of the venue.
- If the Hirer wishes to cancel for any reason, the following charges will apply:

Less than 1 months notice given - whole hire charge is payable.

Less than 3 months notice given - 50% of the hire charge is payable.

Less than 6 months notice given - the deposit will be retained.

- If the Princes Hall has to cancel a hiring through circumstances beyond its control, no charge will be made nor any payment made in respect of any work the hirer might have done in relation to the event.

Deposits

- A non-refundable £500 deposit is required for Main Hall bookings. This is payable 6 months before the date of the event – your booking form will give further details.

Change of Date

- Should the Hirer wish to change the date of their event, an administrative fee may be charged at the discretion of the Manager.

Payments

- Payment can be made by cash or card at the Box Office on 01252 329155. The Box Office is open Monday to Friday 10am - 5.30pm, and on Saturday from 10am - 3pm.
- Payment can also be made by BACS:

Name	Rushmoor Borough Council
Sort Code	30 – 80 - 12
Account number	013006860

- Rushmoor Borough Council no longer accepts payment by cheque.
 - All invoices must be paid with 30 days of receipt.
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