

## **ST MONICA'S HALL (THE INTIMATE THEATRE)**

**521 GREEN LANES, LONDON N13 4DH**

### **TERMS & CONDITIONS OF HIRE**

We require all hirers to observe the following terms of hire.

1. THE HIRER shall pay a deposit of at least one third of the full hire charge with their initial application. Such deposit shall only be refundable to the Hirer in the case of the Parish cancelling the booking. The Parish reserves the right to cancel the booking if exceptional unforeseen circumstances arise
2. THE THEATRE is approved by the Performing Rights Society and the fees to cover this, when applicable, will be included in your invoice
3. THE HIRER shall pay any balance of the fees due within 30 days of the date of the invoice. Late payment may result in the hirer being charged an administration fee of £25 plus 5% of the invoiced amount for each day the payment is overdue.
4. THE HIRER shall during the period of hiring be responsible for supervision and security of the premises at all times ensuring that all the conditions of the hire agreement are met, protection of the fabric and contents from damage and the behaviour of all persons using the car parking arrangements so as to avoid obstruction of the highway or nuisance to the neighbours.
5. THE HIRER shall be responsible for paying for any local authority or other licences necessary in connection with the booking other than those already held by the Parish
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may be made against the Hirer or their organisation whilst using the premises. The Intimate Theatre accepts no liability for loss or damage to the hirer's equipment or effects anywhere on the premises
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Authority, the Fire Authority or otherwise. In particular, they will provide any first aid facilities deemed necessary in accordance with health and safety (first aid) regulations 1981
8. THE HIRER agrees to leave all parts of the premises in a clean and tidy condition before vacating the building. In particular, the stage must not be used unless the Technical Manager or authorised deputy is present
9. THE HIRER shall indemnify the Parish in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of the booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking
10. THE HIRER, for stage performances, must:
  - a. Comply with the Licence Conditions (a copy of which is available from the Box Office) and with any additional conditions applicable to particular lettings

- b. Nominate a Stage Manager, who must be a competent adult, to be responsible for all backstage areas including dressing rooms. Please note that the stage manager's corner, beside the curtain controls, must be staffed throughout the performances
  - c. Nominate a Front of House Manager, who must be an adult, to be available in the Box Office/foyer area at all times when the theatre is open to the public. Duties to include responsibility for the stewards and car park
  - d. Provide sufficient stewards to supervise the auditorium. This will be a minimum of 4 stewards downstairs and 2 upstairs
  - e. Adhere to the seating capacity and layout as approved by the Licensing Authority
  - f. Ensure that the total number of performers and support staff does not exceed 48 within the stage, dressing rooms and ancillary areas at each performance. Should this number be exceeded, the Parish reserves the right to cancel or delay the performance until this rule is complied with
11. THE HIRER must liaise with the Theatre Administrator concerning the booking of the Technical Manager and access to the Theatre, including the delivery and collection of scenery
  12. THE HIRER must agree terms with the Catering Manager regarding the availability of the licensed bar and other catering services. Hirers may only bring in their own (non alcoholic) refreshments by prior arrangement with the Catering Manager. No food may be prepared on the premises. Any charges for these services should be paid directly to the Catering Manager
  13. THE HIRER should liaise with the Theatre Administrator if they wish to make use of the advertising boards at the front of the Theatre. The charge to cover this will be included in your invoice
  14. The Technical Manager or an authorised deputy must be present for all performances and rehearsals requiring technical services. They will operate the basic stage lighting and be responsible for security after performances. A charge will be made for these services and added to the hire fee.
  15. THE HIRER must agree terms with the Technical Manager regarding the installation and operation of additional lighting, sound or other electrical or electronic equipment. An additional charge will be made for these services and should be paid directly to the Technical Manager
  16. THE HIRER must approve any hours worked by the Technical Manager or authorised deputy in addition to the standard working hours of the booking
  17. All electric or electronic equipment brought into the theatre by THE HIRER must be tested and approved by the Technical Manager before use.
  18. No access is allowed to the Control Room unless the Technical Manager or authorised deputy is present

19. THE PARISH shall undertake regular cleaning of all public areas and dressing rooms as necessary
20. THE PARISH shall not be responsible for items left unattended
21. No animals are permitted on the premises except Guide Dogs and Hearing Dogs
22. Emergency contact details are displayed on the notice board in the entrance lobby.
23. THE THEATRE is to be let out on the basis that it will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the premises is to be respected. Any breach or potential breach of this provision will mean that the use of the premises is withdrawn.

I have read and understood the above conditions and agree to be bound by them.

**Signed:**

**Organisation:**

**Print Name:**

**Date:**

## APPENDIX

Theatre Administrator	Crompton Payne	c/o St Monica's Church, 1 Stonard Road, N13 4DJ	020 8372 2710 07946 201508
Technical Manager	Keith Storey	9 Harolds Road, The Pinnacles, HARLOW CM19 5BJ	01279 726202 07973 186 656 Fax 01279 726202