

## **GLUSBURN COMMUNITY AND ARTS CENTRE BOOKING TERMS AND CONDITIONS 2022**

The management and ownership of Glusburn Community & Arts Centre (GCAC) is the responsibility of the trustees whose powers and composition are defined in the Memorandum and Articles of Association. A copy of this may be seen on request.

In hiring out any part of the building, the Trustees undertake that the room will be clean and heated as required. The caretaker(s) will set out the furniture as requested at the time of booking and will clear away afterwards. A representative from GCAC will liaise and meet the hirer and will also give a contact number in case of need. The caretaker will usually be responsible for locking up the premises after the event/function. On some occasions, and for some regular user groups a key may be provided to the hirer. It is therefore the responsibility of the hirer to ensure lights are switched off and doors are locked upon leaving, as highlighted in our exit policy, a copy of which can be provided on request and is displayed at each entrance/exit.

Provision for use of any kitchens and equipment, sound, lighting and audio visual equipment can be made if requested at the time of booking.

The Trustees reserve the right to refuse any application for the use of the venue facilities and to cancel a booking when the premises are required for use as a Polling Station or are unfit for use. When a theatre production is taking place, regular users may be asked to stand down, but every effort will be made to accommodate by use of a different space if available. Notice of this will be given in writing if requested. The Centre Coordinator may refer an application to the trustees if they have any concerns. All booking arrangements must be made through the Centre Coordinator.

The lead hirer, being a person over 18 years of age, must accept responsibility for being in charge of the premises requested on the booking agreement and ensuring that all the relevant conditions stated here are met.

1. During the time of hiring, the hirer is responsible for:
  - a) The supervision of those involved in the event/function
  - b) Knowing the exact number of people at the event/function
  - c) The fabric and contents of the rooms in the building
2. The hirer must only use the premises for the purpose outlined in the booking agreement
3. The maximum number of audience/attendees permitted in each space is:

The Main Hall	200 Standing or 151 Stalls + 64 Balcony
The Baths Hall	75
The Meeting Room	20
The Chapel	75
The Studio	60

The maximum number of people in the building at any given time must not exceed 420.

4. The number of adult attendants required for any function or event is:

under 100	2 attendants
100 – 200	3 attendants
200+	4 attendants
  
5. When children are present it is required that there is a minimum of 2 adults present at all times but recommended that the following ratios be used to help keep children safe:  
0-2 years | one adult to three children  
2-3 years | one adult to four children  
4-8 years | one adult to six children  
9-12 years | one adult to eight children  
13-18 years | one adult to ten children
  
6. If you are working with children and young people who have special educational needs or disabilities (SEND), you may need more supervision than the ratios quoted above. It is important to undertake your own risk assessment to help you decide on supervision ratios. Such assessment should take into account the children and young people's behaviour, ability and mobility in line with the activity taking place.
  
7. The hirer must ensure that the laws regarding equal opportunities, alcohol, gaming, betting and lotteries are adhered to. No alcohol should be brought onto the premises without prior written agreement.
  
8. The hirer must hold any relevant licences e.g. Child Performance Licences from local authorities.
  
9. The hirer shall be liable for:
  - a) the cost of repair of any damage (accidental and/or malicious) to any part of the premises including fittings and contents.
  - b) all claims, losses, damages and costs made against or incurred by GCAC its trustees, volunteers, employees or agents in respect of loss of property or injury to persons arising as a result of the use of the premises, by the hirer.
  - c) all claims, losses, damages and costs made against or incurred by GCAC its trustees, volunteers, employees or agents as a result of any nuisance caused to a Third Party.

**It is therefore strongly recommended that each group takes out its own insurance cover.**

10. The hirer must be aware of the following in relation to fire safety:
  - a) The action to be taken in the event of fire as displayed in each room
  - b) That all staircases and escape routes are kept clear and free of any obstruction
  - c) That all fire doors are kept closed and not wedged open
  - d) That there are no fire hazards brought onto the premises e.g. candles
  - e) That the fire service is called and the building immediately evacuated for any outbreak of fire
  - f) The fire risk assessment for the building is seen and understood, particularly use of fire extinguishers and emergency evacuation procedures
  
11. The hirer is responsible for observing all relevant food safety and hygiene regulations if serving refreshments or food. The kitchen areas must be left clean and tidy following use.

12. The hirer shall ensure that any electrical equipment brought by them onto the premises and used there shall be in a safe working order and used in accordance with current regulations. All portable electrical appliances and equipment must have a current PAT certificate.
13. The hirer shall be liable for any damage to the premises or for any claims resulting from injury to persons and for any losses incurred to any individuals or to the Trustees as a result of the event.
14. Any accidents that occur must be reported in the Accident Book, of which one is located in each room. Any serious injury which results in an individual visiting hospital must be reported to the Centre Coordinator as soon as possible. The hirer should know the whereabouts of first aid equipment and have an appointed first aider.
15. No illegal drugs or so called 'legal highs' are to be brought onto the premises.
16. Smoking or use of electronic cigarettes is not permitted inside the building. There is one designated smoking area to the front of the building.
17. Any event involving children or vulnerable adults must comply with the latest safeguarding children and vulnerable adults legislation.
18. Bouncy castles are not permitted within the building.
19. Any decorations used in the hall shall be of low flammability and meet the current British Standard.
20. It is not permitted to attach decorations to walls, doors or paintwork, using fixings that are likely to cause damage, such as Blu Tack or tape. Existing hooks and fixings on walls can be used. In the Main Hall there are numerous fixing points, such as lighting bars and trunking that can be used.
21. Glitter, and products likely to shed glitter, are not permitted due to environmental concerns and it's hard-to-clean nature.
22. Tea lights in flat containers are permissible on tables only, for small private parties where mainly adults are present. A bucket of water must be available. However small battery powered candles/lights are preferred.
23. Every effort must be made to ensure that there is no excessive noise or disturbance caused to local residents by the event. Sound levels must be reduced after 23:00hrs.
24. In the case of cancellation by the prospective hirer, if less than one months notice is given, the deposit will not normally be returnable. If the Trustees have to cancel a booking for any reason then the deposit will be refunded.
25. The trustees do not accept any liability for loss or damage to any items or personal effects either left or stored on the premises.
26. The trustees do not accept any liability for loss or damage to any items of mail delivered to the premises.

## **ADDITIONAL BOOKING CONDITIONS FOR A PUBLIC CHILDREN'S PERFORMANCE**

1. A copy of the following documents for the group must be submitted with the booking form:
  - a) Child Protection Policy
  - b) Risk Assessment
  - c) A copy of the Insurance Certificate
  - d) Proof of written consent forms from parents/guardians

**If the child is to perform for more than three days, the child will require a performance licence. This must be sought from the relevant authority. More information can be found here:**

**<https://www.northyorks.gov.uk/licence-child-employment>**

2. A register must be kept of all children and adults on the premises at any time, so that everyone can be accounted for in an emergency evacuation. The Matron Chaperones must have immediate access to the medical records in case of an accident and parents/guardians must be immediately notified.
3. Parents/guardians must complete a general application/permission form and a medical form. Permission for photographs for publicity purposes must be sought from parent/guardian.
4. All chaperones and other helpers must receive instruction into fire safety and evacuation procedures prior to the arrival of the children. This should particularly include getting all the children off the stage quickly in an emergency. A practice evacuation must be carried out during a rehearsal.
5. All chaperones must know where the first aid supplies are available and an appointed first aider must always be present.
6. The suitability and number of supervisors must be that required by North Yorkshire County Council.
7. If children are performing twice in one day, they must leave the premises between the performances.
8. All staff whilst working with children, must maintain high professional standards at all times i.e. No smoking, drinking alcohol, using inappropriate language etc.

## **ADDITIONAL BOOKING CONDITIONS FOR A PUBLIC PERFORMANCE**

1. A copy of the following documents for the group must be submitted with the booking form:
  - a) Risk Assessment
  - b) A copy of relevant Insurance certificate
2. At least 6 months notice must be given to the trustees who will then give permission or otherwise for the event to take place. The timetable for rehearsals and performances must be set at least three months in advance of the show and booked through the Centre Coordinator. Please be aware that as a rule the venue usually works 12 months in advance when programming events and shows.
3. Any additional equipment required or pre-rigged lighting plan must be provided to the Centre Coordinator not later than 1 month before the booking.
4. Any likely activities such as the use of special effects, pyrotechnics and animals that may affect the Premises Licence, must be discussed with the Centre Coordinator, at least 2 months in advance of the event.
5. Marketing plans and ticket sales must also be discussed with the Centre Coordinator, at least 4 months in advance of the event.
6. Seating arrangements in the auditorium must have the prior agreement of the Centre Coordinator before tickets go on sale.
7. It is advised that ticketing is run through our in-house system. A small fee for costs incurred for this may be applicable.
8. There must be a clear division between the Front of House and Backstage during performances. Performers, chaperones and backstage staff must remain backstage at all times before, during and after the performance and should be under the control of the Stage Manager.
9. The Front of House staff should be under the control of the Front of House Manager who must know the numbers who are present at each performance and which space they are responsible for, for fire safety purposes.
10. A First Aider should be present at every event.
11. If special effects are to be used such as strobe lighting and pyrotechnics, warning notices in the auditorium should be present. It is not a requirement to do a pre-show announcement.
12. No curtains/cloth should hang across exit doors or to hide emergency signs or lighting.