



Robin Hood Theatre Building Hire

Hirers Name	
Hirers Address	
Telephone	
Mobile	
E-mail	
Organisation Name	
Reason for Hire	
Approx Ages of Children	
Approx Number of Disabled	
Start date and time	
End date and time	
Rooms Required (maximum capacity is 150 guests and 10 staff) – please indicate where applicable	
Wolfit Supper Room	(max 50 persons)
King Bar	(max 25 persons)
Reception	(max 75 persons)
Theatre	(max 150 persons)
Kitchen	

Signed		Date	
Please tick this box to confirm you have read our Terms and Conditions of Hire			<input type="checkbox"/>

RHT USE

Cost Agreed	
Deposit Agreed	
Staff Required – please indicate where applicable	
Duty Manager	
Box Office Staff	
Bar Staff	
Coffee Staff	
Usher	
Parking Attendants	
Stage Manager	
Asst Stage Manager	
Lighting Operator	
Sound Operator	
Notes	

Terms and Conditions for Hire of The Robin Hood Theatre

Hereinafter The Robin Hood Theatre shall be referred to as 'RHTC' and the Hirer named on the Booking form as 'the Hirer'

- 1 **Booking.** All applications for the hire of the building must be sent to the Booking Secretary. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 21 years of age.
- 2 **Deposit.** 25% deposit must be paid at the time of application and no engagement will be booked until this has been received.
- 3 **Hire Charges.** The hiring charges shall be those shown on the booking form and determined by RHTC. The hire charges to be paid should reach the Booking Secretary at least 7 days before the engagement.
- 4 **Cancellation.** In the event of cancellation less than 7 days before the engagement, an administration charge of £50 or the value of the deposit (if less than £50) will be made and any remaining deposit refunded.
- 5 **Capacities.** Number of persons allowed in the building at any one time is restricted to 160; 150 guests and 10 staff, plus performers. At time of booking the Hirer will be required to confirm numbers of performers. The Hirer must ensure that all performers understand the fire evacuation procedures and must have effective stage management
- 6 **Hire Period.** The hire period is the time that the Hirer uses the hired part of the building. It includes the time taken for setting up and clearing up.
- 7 **Right of refusal.** RHTC may refuse any application for the hire of the building without stating a reason. In cases of doubt or difficulty the Booking Secretary shall refer the case to the RHTC Directors whose decision shall be final.
- 8 **Alcohol.** Alcohol can be purchased from the bar area which is provided by the RHTC. Alcoholic drinks may be served free by the Hirer but NO sale of alcoholic drinks may be undertaken by the Hirer.
- 9 **Safety.** Any accident must be reported to a member of the RHTC and details of the accident must be recorded in the Accident Book. In the event of a fire evacuation all instructions issued by the Duty Manager must be followed, and you must wait in the overflow car park area until you are instructed by the RHTC Duty Manager it is safe to return to the building.
- 10 **Occupation and use.** The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. RHTC does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.
- 11 **Sub-let.** The Hirer shall not sublet the building or any part thereof.
- 12 **Breakages and Damage.** The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
- 13 **Culpability.** Except for willful negligence on the part of RHTC, the RHTC shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify RHTC against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.
- 14 **Public Liability.** Any organisation/company booking the theatre buildings for public use is required to have public liability insurance and should include a copy of their current insurance certificate with their completed booking form.
- 15 **Entry.** The right of entry to the building is reserved to RHTC and any other agent of RHTC and any police/fire officer at any time during the hiring.
- 16 **Conduct and Good Order.** The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the event maintain good order during arrival and departure from the building.
- 17 **Noise** The Hirer shall ensure that the minimum level of noise is made on arrival, during the hire period and departure, particularly late at night and early in the morning. It is a condition of our premises Licence that the doors are kept closed to limit neighbour noise.
- 18 **Parking.** The Hirer will ensure that all attendees to the event park in the RHTC car park and the overflow car park, found on the right at the end of Church Lane. At no time whatsoever is parking allowed outside any property in Church Lane – bollards are available for indicating the no parking areas in the lane. The Hirer is also responsible for ensuring that all car users maintain a slow speed when accessing and leaving the RHTC. Cars are parked at the owners risk. RHTC appreciate confirmation of expected audience numbers to ensure sufficient parking facilities. RHTC reserve the option to charge additionally for the provision of car park marshalls.
- 19 **Cessation of activity.** RHTC reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.
- 20 **Condition on vacation.** On vacation of the building, the Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the receptacles provided. The hall and cloakrooms must be left in as clean a condition as found. If the kitchen is used, then all surfaces must be cleared, cleaned and all items put away.
- 21 **No additions to the building.** No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.
- 22 **Animals.** The Hirer shall ensure that no animals except guide dogs are brought into the premises, unless by prior arrangement with the RHTC. No animals whatsoever are allowed in the kitchen area.
- 23 **Property.** Property of the Hirer must be removed from the building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. RHTC accepts no responsibility for any property left on the premises after the hiring.
- 24 **Signage.** The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of the RHTC it shall be unseemly or expose the building to an undue risk of fire or in the opinion of RHTC or its agent is likely to lead to disturbance or a breach of the peace.
- 25 **Fire Exits.** No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.
- 26 **Lighting.** No additional lights or extension from the existing electric light fittings shall be used without the previous consent of RHT. No candles are allowed in the building.
- 27 **Smoking.** Smoking is not permitted in any part of the building at any time.