

## **Conditions of Hire as of 10 October 2007**

**(subject to update)**

**Sallis Benney Theatre**

**University of Brighton**

**Grand Parade, Brighton, BN2 0JY**

**Telephone (01273) 643010**

**Email [artsbookings@brighton.ac.uk](mailto:artsbookings@brighton.ac.uk)**

### **Terminology**

The hirer/you – refers to you or the organisation you represent who has made the booking enquiry.

The venue - The Sallis Benney Theatre, which is a space within The University of Brighton.

The Sallis Benney Theatre is a busy university space with its own cultural programme. We will look at your request to check the booking fits in with the current programme and staffing availability. By returning the Hire Enquiry Form we are able to consider your booking request which must be made at least 30 days before the event. A date can be held (pencilled in) for a maximum of two weeks. After this time the date will be lost if a booking form has not been completed and returned to us. Please feel free to call us to discuss any of your requirements or if you need help filling in the Hire Enquiry Form.

You will be contacted by email to confirm your booking as soon as the relevant theatre staff have given approval. It is not a booking until confirmation from us has been received and therefore marketing and contracting of the event should not take place until that time. The email will also outline the costs of hiring the space based on the information provided in your Hire Enquiry form. You will be sent an invoice for the full amount shortly after your confirmation which must be paid in full in advance of the event. All fees are subject to VAT. Charges for event overruns or additional costs will be invoiced after the event.

### **Application Guidance Notes: Filling in the form**

**Please read these application guidance notes carefully before completing your booking form.**

#### **Reservation Period**

- Please include full details of what time your booking will start and finish, ensuring that you allow adequate time for both preparation and clearing up within your access times.
- Access to the venue is normally from 9am but an earlier time can be arranged if necessary.

- We require you to ensure all guests vacate the venue by 11.30pm.
- Sufficient time needs to be allowed to clear the hall by the end of your hire time, which must be no later than 12midnight.
- Hires can be arranged to finish later than this in advance but time booked before the hours of 9am and after 12midnight will be charged at £70 (plus VAT) per half hour outside of these times.

### **Type of Event**

Please indicate the name and type of event for which you are making the booking.

### **Tickets**

If you will be selling tickets for your event it is important that you inform of us of where the tickets are on sale and how much you will be charging. The collection of entry fees (if any) will be your responsibility.

**Ticketing Agents** - You may wish to consider using an agent for the sale of tickets for your event. The University of Brighton normally use the Brighton Dome Box Office or Komedia. If you would like further information about the range of ticketing services offered by the Dome then please contact Steve Bennett on 01273 2615030 or Steve Cotton on 01273 261508. The main Dome Box office number is 01273 709709 or the Komedia on 01273 647100.

### **Estimated attendance**

Please provide details on the booking form of estimated numbers of attendance and seating layout required.

### **Technical Requirements for Sallis Benney Theatre Bookings**

A theatre technician will be provided who will be responsible for lighting and projection. Your booking will include full use of the following technical facilities:

**(a) Lighting:** A choice or combination of three rigs is available:

**Stage** - An all purpose general cover suitable for most live performances, e.g. music, theatre

**Seating/Well** - In addition to the house lights the well section of the seating area has separate lighting to enhance events such as parties, dance or to illuminate display boards etc.

**Lecture** - Spotlights are rigged to light speakers standing at the lectern

**(b) Projection:** a data projector, two slide projectors, DVD, Minidisk and VHS player, and a screen are available for your use. Please indicate on your booking form if you intend to use this equipment. A range of presentation equipment may also be available for hire at extra charge. Please provide details of extra equipment you would like to hire as an attachment with your booking form.

**(c) Sound:**

Your booking can include the use of the in-house P.A. system which is suitable for playback of pre-recorded material, (cassette and CD player provided), for spoken word, (talks, lectures), and for general voice reinforcement. This category of sound is shown as 'Lectures/playback'.

'Concert sound' can be provided and a full technical specification is available on request. This category must be requested for all live music events and any events with a high technical specification. A sound technician will be provided with the equipment. Technical requirements for concerts must be discussed with the theatre technician well in advance of the event and plans provided. If concert sound is requested and it is a seated concert, capacity will be reduced by nine chairs. Our sound system is more suitable for sit down concerts and additional equipment may be required (at a cost) for stand-up concerts.

**(d) Stage set:** The theatre has a permanent stage (please see the theatre plan for details.) If you intend to bring in any set for your event then please provide details of this on your booking form. It is important that your set adheres to current health and safety regulations (including making sure sets are fire retardant etc) and does not obstruct any of the theatre's emergency exits. You will be responsible for arranging with the theatre team appropriate delivery and collection times.

**University of Brighton Catering**

Residential and Catering Services provide a wide range of catering options for hirers of the Sallis Benney Theatre. These include a comprehensive menu for canapés, buffets, receptions and sit down meals, in addition to the provision of a fully licensed bar. The Café adjacent to the theatre is also available on request serving premium coffee and a wide variety of snacks and beverages.

If you require a catering service, licensed bar or the cafe please indicate this by ticking the appropriate boxes on the booking form.

NB: No external caterers to be used on the premises. For additional guidance or more details on services available, please contact the Catering Officer on (01273) 643123.

**Breakout Rooms**

Requests for breakout rooms can be discussed. Additional charges will be incurred for use of extra rooms. Please discuss your requirements with the theatre manager Colin Matthews 01273 643012.

With sufficient notice, additional support staff can be provided on request.

## **Conditions of Hire**

The hirer is advised that all lettings be subject to the following conditions and regulations.

1. At least 30 days notice of a proposed booking must be given.
2. You will be invoiced for the full amount prior to the booking. If payment is not received at least five working days before the date of the event or within the time specified on the invoice, the booking will be cancelled.
3. Events should not be publicised prior to receiving written confirmation of the booking.

### **Cancellations**

Cancellation of a booking must be conveyed to the Theatre and Gallery Office in writing, at the earliest opportunity. Cancellations received less than 30 days prior to the event will receive a refund of 50%. Cancellations of less than 14 days before the event will not receive any refund.

A hire shall be subject to the right of the University to cancel if exceptional circumstances arise or events outside our reasonable control prevent, delay or substantially affect performance or our ability to perform our responsibilities. We may also terminate this contract if in our reasonable opinion circumstances arise by which the event gives rise to a risk of damage to the premises, or other property owned by us, or that the booking may bring the University of Brighton into disrepute, without rendering itself liable for any action or penalties.

### **Bar and Catering**

Any catering, including alcoholic beverages is to be provided by the University of Brighton Catering Services. For full details and current fees contact the catering department on 01273 643123.

All catering facilities must be pre-arranged. An applicant who requires a catering service should specify the requirements and state the estimated number of persons requiring this service when the initial application is made. No changes in numbers will be accepted later than seven days prior to the date of the function and it is on these numbers that the final account will be based.

### **Health and Safety**

It is the hirer's duty to take responsibility for all Health and Safety and First Aid matters for their event.

The applicant, or his or her named representative, is to be present and available during the whole period of hire.

Applicants must comply with current legislation and the directions of the Duty Theatre Manager in all matters relating to the security, safety and maintenance of the premises, in particular, with regard to keeping exits clear, and action to be taken in the event of a fire. For public performances stewards must be briefed by the Duty Theatre Manager on the necessary action to take in the event of fire or other emergency. You must comply with the health and safety legislation which is relevant to your event or your use of the premises. You shall ensure that your guests, contractors, staff and agents comply with current legislation.

It is the University of Brighton's responsibility to ensure that Health and Safety procedures with regard to the space or spaces being hired under contract will comply with relevant legislation as far as is reasonably practicable.

First Aid cover for public events can be arranged through St John Ambulance. They will charge for their services.

### **Stewards and Security**

The hirer is responsible for providing stewards for their event and exercising control over entry and subsequent behaviour of persons attending functions to the satisfaction of the University represented by the Duty Theatre Manager. At least 4 stewards are required for each public performance (these can double up as box office staff). More stewards may be required for live music events. The hirer must provide one SIA registered door supervisor per 100 patrons for concerts and late licence events. It is advisable that a minimum of one female door supervisor is provided at events which attract a large audience. All door supervisors must clearly display their SIA identification cards at all times. It is the hirer's responsibility to ensure that the maximum capacity of the space or spaces being hired is not exceeded and that gangways and fire routes are not impeded at any time. The capacity of the theatre is 400 standing and 272 seated.

### **Electrical/fixtures and fittings**

- No modifications must be made to either fixtures/fittings, or the Electrical installation.
- Equipment connected to the socket outlets must not exceed the maximum electrical rating.
- All appliances must have been tested in accordance with the conditions laid out in the Electricity at Work Act 1989 or any acts that supersede this.
- All portable equipment must have a current test certificate.
- The Provision and Use of work Equipment Regulations 1998 and any other current regulations must be adhered to.

**Insurance**

All events held within the building are covered for public liability insurance. However, hirers will need to arrange public liability insurance for their own staff and insurance on any property they bring into the building. The hirer will be responsible for obtaining adequate insurance cover.

**Loss and Damage**

The hirer is responsible for all costs incurred by the University for damage to or loss of University property or equipment arising from the hire. Any damage caused by the hirer to property or contents will be repaired/replaced where necessary by the University and the full cost of reimbursement will be required from the hirer on presentation of a detailed invoice from the University. The University shall not be held responsible for damage or loss of property of persons hiring or using the premises.

**Scenery and Sets**

There are no facilities available for the construction or painting of scenery. Drawings of proposed stage sets must be presented to the Theatre Manager for approval before the scenery is delivered, and such scenery must conform to the current legislation on Fire prevention and Health and Safety.

**Decorations**

Please note that helium balloons and glitter are not permitted, and that all refuse and decorations must be cleared by you by the end of your hire time.

**Weapons, Lasers, Pyrotechnics, Fireworks and Naked Flame**

The hirer must inform the venue at the time of booking if you plan to use weapons, lasers, pyrotechnics or fireworks during the hire period. We would need to notify the council to check they comply with licensing regulations. Naked flame is not permitted in any part of the University of Brighton premises (inside or out).

**Smoking**

Smoking is not permitted in any indoor part of the University of Brighton building including the Sallis Benney Theatre and dressing rooms.

**Data Protection**

Contact details for ticket sales will be available publicly through the web site and possibly on printed material produced by ourselves. Please be aware of this if you are using your own private contact details for the sale of tickets.

**PRS**

It is a requirement of the booking that a PRS form is completed,( before the event) if live music is to be performed. A charge of 3% of the gross box office will be charged on box office takings of £1000 or more.

### **Theatre and Cinema Act**

Hirers must comply with the Theatre and Cinema Act. All films shown to a public audience must have an age categorisation. If you do not have an age categorisation for the film to be showed, please contact the theatre manager at least four weeks in advance of your event on 01273 643012 and be ready to provide a duplicate dvd for the theatre to submit to the council.

### **Licences**

The hirer will be responsible for the obtaining of all necessary licenses (except those for licensed bars) eg chaperone licence, SIA licences.

### **Copyright**

All performances, transmission of film, video, television and audio during hirings must be with the permission of the appropriate copyright holders.

### **Photography**

Photography is permitted on the University premises for personal or educational use only. This excludes the filming of performances. Any other photography or filming is by prior arrangement, and subject to the payment of fees.

### **Disabled Access and Facilities**

The Sallis Benney Theatre is fully accessible. The Auditorium has designated wheelchair spaces.

We have an infra-red assisted hearing system. Units can be booked by visitors by contacting the venue on 01273 643010. Visitors should check their hearing aid is compatible with this system. A deposit will be required.

Guide dogs are welcome.

Printed materials are available **in large print version** on request.

### **Cloakroom**

Cloakroom facilities are currently not available.

### **Merchandise**

The hirer must provide their own merchandise seller. A charge of 20% will be made on the value of goods sold.

### **Signage**

Any signage for events must be agreed and approved in advance.

### **Furniture and Equipment**

We may be able to offer the use of tables, chairs and other equipment. These requests should be submitted with the booking form. Please check our standard equipment against your requirements before booking. Other

equipment can be provided at extra cost on request. A 20% admin charge will be added to the gross amount payable for the hire of equipment or the contracting of services.

### **Marketing**

The Sallis Benney Theatre is not responsible for the marketing or promotion of any group or organisation that hires the theatre and will not conduct a special press campaign relating to the hirers event. We may be able to offer assistance with marketing such as inclusion on the web site, piggyback mailings and inclusion in our brochure at certain times of the year and at the discretion of the Theatre Manager.

The venue is referred to as the 'Sallis Benney Theatre', University of Brighton, Grand Parade BN2 0JY. Please note the correct spelling of Benney and it is the University of Brighton, not Brighton University.

### **Car Parking**

Parking cannot be guaranteed for hirers of the theatre. There is, however, on street parking on Carlton Hill to the left of the venue and an NCP car park. You may be able to book and pay for parking bay suspensions by contacting Brighton and Hove Council on 01273 292384 if larger vehicles or guaranteed parking is required. Please allow at least two weeks for the application for a parking bay suspension to be approved.

### **Children in Performances**

If children are engaged in performances the Licensing Regulations require that they will require an Entertainment Licence. It is the responsibility of the Production Company or group to provide the licences: it is the University's responsibility to check they are in place. A show or individual can be stopped from performing if there is no licence.

### **Chaperone Licence**

A minimum of one licensed chaperone of the same sex per 12 children must be provided. The Children (Performances) Regulations 1968 state that any child working in entertainment (stage, film, television, radio, modelling, paid sport) must be cared for by a registered chaperone who is responsible for the proper care and control of the child, including his/her comfort, treatment and moral welfare. A registered chaperone must therefore be present at all times to care for a maximum of 12 children of the same sex, except when the child/ren are actually rehearsing or performing, or in the charge of their own parent or teacher.

Chaperones are registered by the local Education Welfare Service in the area they reside. **This includes amateur groups.** All Children in any form of entertainment require properly registered chaperones on a ratio of 1 – 12 children of the same sex. All other requirements of the Child Performances legislation also apply in order to protect the safety and welfare of the child/ren

At least two months must be allowed for a chaperones licence to be issued which also includes an enhanced CRB check. The licence is valid for three years. Applicants must attend a short training session provided by the local authority to be approved for their licence.

### **School Age Performers Policy**

In order to promote Child Protection, and in order to comply with Child Licensing Legislation, the University of Brighton requires all private organisations hiring the Theatre for events involving performers of Compulsory School Age to adhere to this policy.

You (the hirer) are required to undertake suitable actions to satisfy this policy.

In advance:

1. All Chaperones, and ideally Stage Crew, should have an Enhanced CRB check. The organisation should be able to provide the Sallis Benney Theatre with confirmation (ie CRB Certificate number) that all appropriate adults have completed this process.
2. The organisation must ensure that the performance adheres to the Child Licensing Legislation. In particular, where they are on stage from more than three nights in a week (including rehearsals), performers under 13 must be off the premises by 10pm. Those of Compulsory School Age should be off the premises by 10.30pm. For up to three sessions they can remain on the premises until 11pm. The performance should be carefully timed to comfortably allow this requirement to be met.
3. The organisation must make parents aware of the procedures for collecting their children after the performance ie they should know when, where and how they will be reunited with their children. This awareness of procedures can be enhanced with an announcement before the performance.

Before the performance:

4. The organisation must ensure that all Chaperones and Stage Crew can be easily identified by the Sallis Benney Theatre staff (for example, they must wear badges or uniform). You must provide us with a certified list of all Chaperones including their CRB Certificate numbers. Only identified Chaperones will be permitted backstage. We should ideally also be made aware of adult performers and Stage Crew.
5. The organisation must provide a Chaperone to meet child performers at the Stage Door and escort them to the Dressing Rooms – parents who are not Chaperones will not be allowed access to the Dressing Rooms/Backstage. Ideally all performers should be registered into the

Dressing Rooms, and this register used to sign them out at the end of the performance.

6. An announcement should be made prior to the performance reminding parents about procedures for collecting their children.

During the performance:

7. No members of the public (including relatives of performers) are permitted in the Dressing Rooms/Backstage unless they have been identified as Chaperones/Stage Crew. This includes access before and after the show and during the interval.
8. No child performers are permitted to leave the Dressing Rooms/Backstage during the interval - they must be chaperoned at all times. This is common stage practice and promotes Child Protection.
9. Only Patrons with tickets will be allowed into the Auditorium. No Chaperones will be allowed access unless they can produce a valid ticket.

After the performance:

10. The organisation is responsible for ensuring that child performers are quickly reunited with parents. We recommend that you inform parents to remain seated in the Auditorium or foyer, and their children will be brought to them. Ideally a register should be used to sign all children out of the building.
11. Parents not attending the performance but collecting child performers should be told to wait in the Auditorium Foyer/café bar area.

A copy of the University of Brighton child protection policy is available on request.

**Other documentation available on request or from the web site:**

Hire Enquiry Form  
Technical Specification  
Theatre Plans  
University Child Protection Policy  
Children in Performance (further information)  
Theatre and Cinema Act

These Conditions of Hire are subject to change at the Theatre Manager's discretion.