



**THE cornerHOUSE TERMS AND CONDITIONS**  
***Hiring for events without an audience***  
***Hiring for performance and audience facing events***

Please read all the terms and conditions below carefully and then complete the Booking Application form. Any booking is not finalised until confirmed in writing by the cornerHOUSE. For clarity, “We” “us” etc refer to the cornerHOUSE and “You” refers to the hirer.

We are a charity, entirely run and staffed by volunteers for the benefit of the community. All requests to book the building will be considered by us against the backdrop of our mission before any booking is confirmed.

## **1 Cost of Hire**

1.1 The cornerHOUSE is available for hire in various ways depending on usage: A. Hourly Rate; B. Daily Rate; C. Box Office Share (subject to the underpinning minimum); the current rates for these are available on our website. Please note that if hirer has alternative pricing structure proposals, the cornerHOUSE will be happy to discuss these with the hirer prior to booking confirmation.

1.2 For all hirers, booking times should include setting up and clearance times, including clearing away any equipment etc., and time for tidying up and restoring the building to the state in which it was found, including chairs to their original layout when required by the cornerHOUSE. Access outside of booking times will not be possible as such times may well be in use by other hirers, so it is important that all access required is clearly specified and booked. In exception, access may be possible without charge immediately prior to performances which are booked on a box office share basis. Any agreed 'without charge' sessions will be specified in writing by the cornerHOUSE.

1.3 Standard Payment Terms are 14 days from the date of invoice. For multiple hires during a calendar month, the cornerHOUSE reserves the right to issue an invoice for the month of hire at the start of the following month.

### **1.4 Public performances or other events with audiences.**

1.4.1 Such hire is normally charged at Rate C. Hirers must give us details of the gross takings, including pre-sales, e-sales and all similar sources of box office takings, for all performances/audience-facing events. If you are not charging audiences for admission, we will charge the relevant minimums for the space being used.

1.4.2 As well as dates of performances, booking dates should include dates for auditions, rehearsals, set building, technical fit-ups and returns, tech rehearsals, dress rehearsals and similar usage of the premises. When the booking is for a run of performances where tickets are sold, a limited amount of technical and rehearsal time may be available without charge in the week prior to and during the performance week at the discretion of the cornerHOUSE and subject to availability. Time required outside of this discretionary time will be charged at standard hire rates of type A or B. Uncharged rehearsal time is unlikely to be offered for a one-off performance or a professional company.

1.4.3 You must provide at least one front-of-house person and at least one box office person. Even if you aren't selling tickets, the audience numbers need to be regulated. We will usually provide a duty manager and an additional front-of-house person for you. We will also provide a bar where possible staffed by our volunteers. Note that the terms of our licence mean that you are not permitted to bring alcohol on to the premises.

## **2 Cancellation Policy**

If it becomes necessary for you to cancel a Confirmed Booking, you must give notice in writing as soon as possible. Cancellation of Confirmed Bookings by you will result in the full amounts being charged, but the cornerHOUSE will take into account the timing of cancellation and any extenuating circumstances in deciding whether to apply a partial or full refund. The cornerHOUSE will only cancel Confirmed Bookings in exceptional circumstances, in which case discussions will be held with you at the earliest possible opportunity.

## **3 Conditions of Hire**

3.1 Hire hours available. The terms of our licence mean that the building is only available for use between the hours of 9am and 10.30pm Monday to Saturday (the building must be vacated, closed and locked by 11pm), and 10am to 10pm on Sundays (the building must be vacated, closed and locked by 10pm). The playing of live or recorded music may not commence prior to 10am on any day of the week.

3.2 Seating capacities. In the light of Covid, our seating capacity has been reduced; please check with us for details of the maximum capacities available for the dates of bookings. Your Booking Application Form should include your realistic 'hoped-for' figure and we will confirm the agreed figure when we accept your booking. Reduced capacity reflects cornerHOUSE safety considerations and governmental guidance. We will adjust capacities in the light of the changing circumstances. Seating capacity will also be affected by seating configuration, such as theatre row, seating around tables etc. Hirer is responsible for setting out the seating and clearing it away both prior to and also after your event.

3.3 Child Protection, Safeguarding and Equal Opportunities. You take sole responsibility for all aspects of child protection if children under 18 years of age are involved in any way. Similarly, you are responsible for all safeguarding of adults and children. You are also responsible for your own equality and diversity considerations to allow full and equal access.

### 3.4 Safety and Insurance

You are responsible for all users whenever they are using the building in connection with the booking. You are also responsible for the safety and conduct of participants in your event. Use of the building, its facilities and equipment is at your own risk. If you use strobes, pyrotechnics, gunshots, smoke or other stage effects or live animals, you are responsible for their safety and safe usage, and you must post clear warnings front-of-house.

You must ensure that you are providing adequate insurance cover for all those present whenever they are using the building in connection with your booking. The name of your insurance provider and policy number must be provided to the cornerHOUSE prior to issue of the Booking Confirmation Form. A hirer's booking application will be deemed to be confirmation that such policy contains adequate insurance for the purposes of the hire.

You must follow all advice given by us. **If there is to be a performance**, there are requirements concerning the safety of users and the audience which are a condition of the granting of the public entertainment licence and which must be followed at all times. A member of our team will be available on the premises for public performance times. As the representative of the Premises Licence Holder, their advice and guidance on all matters pertaining to public safety and the use of the building must be followed.

### 3.5 Accidents and Complaints documentation

If an accident occurs or a complaint is received, you must ensure that details are passed to us at the first opportunity. The cornerHOUSE maintains a record of all accidents and complaints.

### 3.6 Disturbance to neighbours

We are in a residential area. You must take care at all times to minimise noise and disruption when using the building and its surroundings. This is particularly important when vacating the building. Also, our licence requires there to be an effective noise management plan. Sound levels within and around the building must be considered when planning all aspects of the hire. In particular, the use of amplification and other loud noise sources must be minimised. Amplified music may only take place with our prior consent.

As parking in the immediate vicinity of the building is usually difficult, you are asked to make every effort to use public transport whenever possible. If vehicle use is unavoidable, please encourage considerate parking and do not park across neighbours' driveways. This applies equally to all users connected with your hire.

### 3.7 Lighting

There is a basic lighting rig and sound system included within the cost of the booking. Please note any alteration to the basic lighting arrangement must only be done with our prior agreement. If any part of the basic lighting rig is removed or repositioned, it must be returned by you to its original position immediately after your event. This is an important condition of our hiring agreement with you. See section 3.11.

There is a maximum capacity of the electricity supply feed. No additional lights are to be added to the existing rig without our prior consent. You will be responsible for all consequences and any costs incurred by us if the maximum capacity is exceeded.

The maximum number of persons allowed on the gantry at any time is 3. Persons accessing the gantry do so at their own risk.

### **3.8 Seating Layout**

Seating at the cornerHOUSE is loose chairs which can be physically linked together. Sufficient chairs will be made available for the capacity at the time (check at time of booking.) Layouts can be agreed to suit your hire (theatre rows, cabaret style etc.), and tables are available to both provide social distancing and for cabaret-style layouts. Care must be taken to avoid your seating layout blocking emergency routes and/or making the auditorium inaccessible for wheelchair users or others with special needs.

At the conclusion of your hire, you must return the chairs to the position you found them in at first arrival. (Note that, exceptionally, you may be asked to return the chairs to the 'found' position during a run of dates to facilitate other users.)

### **3.8 Housekeeping**

We aim to provide a clear, clean and tidy space for users and expect that the space is left in the same condition. You are responsible for the removal of rubbish you have created. Particular care must be taken to remove any food waste; there are no food recycling facilities in the building. You may use cutlery, crockery etc. kept in the bar area, but you must clean and return any item used to the correct place.

### **3.9 Smoking and alcohol**

Smoking, including e-smoking and similar, is not allowed in the building. The terms of our licence mean you are not permitted to bring alcohol into the building.

### **3.10 Publicity and ticket sales**

The responsibility for all event publicity and ticket sales is yours. You should provide a short description of a proposed class/workshop/performance as soon as possible if you wish for us to consider featuring it in our website, social media and general promotion material. Posters and flyers produced by you may be displayed and put out in the building with prior consent. Please email [thechartistic.team@gmail.com](mailto:thechartistic.team@gmail.com) in advance with your edit, publicity pictures and requests to display any promotional material.

Advice for putting on public events is available on our website. Further detailed advice and a publicity tip sheet is available from the cornerHOUSE on request. Please ask your cornerHOUSE contact point.

### **3.11 Additional charges**

You must ensure the cornerHOUSE is returned to the condition in which it was found. Failure to do so may result in an additional charge of a minimum of the charge for hiring the building for a day (£140 at the time of first issue of these T&Cs).

We reserve the right to recoup reasonable costs for any damage incurred to our property and the building's contents or any extra costs incurred by us because of your use of the building.

### **3.12 Applicable Terms and Conditions**

This version of the cornerHOUSE terms and conditions supersedes and replaces all previous versions. The applicable version of cornerHOUSE Terms and Conditions for any hire (or group of hires) will be that published at the time the execution of the hire (or any particular one of a group of hires) takes place at the cornerHOUSE.