

CONDITIONS of HIRE

Hampton Hill Theatre is a private club theatre and does not have a public theatre licence.
The Hirer should conduct itself accordingly.

1. THE HIRER SHALL:

- 1.1 Be responsible for any breakage or damage to the fabric of the building or to the equipment or furniture of Hampton Hill Theatre or loss of the equipment or furniture of Hampton Hill Theatre caused by the Hirer, its employees, servants or agents.
Not make any changes to the fabric of the building or to the equipment or furniture of the building without The Management's consent, and hereby undertake to make such changes at its own expense. Agree to restore the fabric, equipment and furniture of the building to their state at the commencement of the Hire.
- 1.2 Indemnify The Management in respect of any and all claims for damages, proceedings, costs and expenses of any description arising from the hire of Hampton Hill Theatre including, but not limited to, extra cleaning as a result of the hire, failure to obtain or pay for appropriate licences from rights holders, and observance of child protection legislation.
- 1.3 Not assign or sublet the benefits of the hiring of Hampton Hill Theatre without the written consent of The Management.
- 1.4 Observe all fire and health & safety regulations applicable to any part of the building.
Not allow any persons to stand in the auditorium or sit other than on designated fixed seating or in a wheelchair as arranged in advance.
- 1.5 Remove all scenery and furniture brought into the building immediately the hire is ended.
Any equipment belonging to TTC Ltd. and used with the permission of the Management must be returned to its proper storage space.
- 1.6 Obtain the appropriate licence to perform and /or record in any format any work which is to be performed and is protected by the laws of copyright and pay any royalties due arising in respect of the Hirer's performances.
- 1.7 Provide box office staff on performance nights and make all ticket arrangements.
Tickets are only to be sold to members of the Hirer's organisation and to members of TTC Ltd and TTC. All publicity material must be submitted prior to printing for approval.
A membership list should be lodged with The Management at the commencement of the hire.
- 1.8 Provide front of house stewards and programme sellers: a minimum of 2 must be in attendance throughout the performance. One steward is to remain in the stalls and one in the balcony (if used) during each performance, in an allocated seat. Names of personnel are to be submitted at the commencement of the hire and they should be suitably badged.
- 1.9 Provide backstage personnel, competent in the use of HHP equipment, for stage management, lighting and sound (if applicable) who should be in attendance throughout each performance. Names of personnel are to be submitted at the commencement of the hire and they should be suitably badged or uniformed for identification.
- 1.10 Inform The Management of all details of performance, set, stage form etc. in advance of the hire, including any use of pyrotechnical effects, weapons, nudity or smoking.
- 1.11 Inform The Management of the use of any copyright music used and provide a list of all music used to enable accurate returns to be made the PRS; and pay any PRS fees applicable.
The hirer is responsible for accounting to the PRS for the use of interpolated music.
- 1.12 Comply with the Management's requirements concerning the security of Hampton Hill Theatre.
- 1.13 Comply with the Management's requirements concerning any children involved in a production.
- 1.14 Comply with the Management's requirements concerning Health & Safety within the building.
- 1.15 Ensure that amplified sound cannot be heard outside the building and that the building is vacated by 11.30pm except by prior agreement with The Management.

- 1.16 Not prepare food on the premises, or sell alcoholic beverages.
- 1.17 Not invite members of the public to any event in the building saving those whose details are recorded on the hirer's audience membership database.
- 1.18 Not allow any video or other recording of their event save where permission from all involved has been received in writing, or in the case of copyrighted material, appropriate licences have been obtained.
- 1.19 Agree to any activity that entails use of the stage/auditorium/dressing room area during the times that they (the hirer) have not booked the auditorium.
The Management will inform the Hirer if such an event was to take place.
- 1.20 Not allow parking in the private road and car parking spaces adjacent to the theatre.
- 1.21 At all times to behave in a fit and proper manner.

2. Teddington Theatre Club Ltd. (The Management) SHALL:

- 2.1 Provide access to the room(s) specified in the Hire Agreement and make sure they are in a clean and usable state.
- 2.2 Provide any equipment that has been specified in the Hire Agreement, and undertake to ensure it is in working condition.
- 2.3 Advise the Hirer of front of house requirements, technical facilities and security requirements.
- 2.4 Provide bar facilities (including volunteer staffing) on performance dates, the bar to be opened before the performance and during the interval. Bar proceeds will be retained by The Management. Bar opening after any performance is at the discretion of The Management.
- 2.5 Provide a representative (Duty Manager) to be present during the hire period.
- 2.6 Account to The **Performing Rights Society** for use of any music used, providing that The Hirer has paid the required fee and has provided such information to the Management.

3. BREACH of CONDITIONS:

- 3.1 In the event of a fundamental breach of the terms of this agreement, Teddington Theatre Club Ltd. shall be entitled to terminate the hire forthwith without prejudice to any claims against the hirer existing at the time of the breach.
- 3.2 In the event of a breach of the terms of this agreement capable of being remedied, TTC Ltd reserves the right to remedy the same at the cost of The Hirer or to require the hirer to suspend all activities on the premises until the breach is rectified.
- 3.3. In either case, 3.1 or 3.2 above, no money paid by The Hirer shall be refundable and outstanding monies shall remain due and payable.
- 3.4 In the event of a breach of agreement by TTC Ltd. the liability to The Hirer shall be limited to sum actually paid to TTC Ltd. by the hirer.

4. INSURANCE:

- 4.1 The Hirer must pay on demand any extra charges which the insurance underwriters of TTC Ltd. may impose in respect of any extra risk involved in the hire.