



Helmsley Arts Centre Terms and Conditions of Hire

1. The hirers shall use the premises only for the times, and for the persons or organisations stated in the schedule hereto. All setting up and clearing away time must be included in the booking.
2. The hirers shall pay to the Centre for the use of the premises the sums invoiced.
3. If the hirer wishes to cancel the booking, 28 days' notice of cancellation is required otherwise the hirer will be liable to pay the full hire fee.
4. The hirer shall comply with Performing Right Society (PRS) regulations if relevant.
5. Any electrical equipment brought into the Arts Centre must either be under 12 months old (and accompanied by a receipt) or have a current PAT certificate.
6. The hirers shall be responsible whilst using the premises for the preservation of order and shall take all practicable steps to ensure that nothing shall occur at the premises which might offend against any statute or by-law or any regulations respecting the hiring of the premises.
7. In the case of evening events, hirers are requested to encourage participants/audience/performers to leave as promptly and quietly as possible at the end of the booking and to ensure that the removal of any equipment is done in the same manner.
8. The hirers shall indemnify and keep indemnified the Centre Manager from and against all loss, damage, actions, claims, costs and expenses which the management may suffer, or which may be made against the management by reason or in consequence of any act or omission of any kind committed in upon the premises by the hirers or by any persons acting with their express or implied permission or authority.
9. The hirers are advised to take out adequate insurance cover for all aspects of their activity and to undertake a risk assessment prior to the event.
10. All bookings must be entirely open to inspection at any time and without notice by the Centre/House Manager
11. Please inform us on the day of hire if any damage has been done to either the premises or property during your usage. If, in the opinion of the Centre/House Manager, the damage goes beyond that of normal wear and tear the hirer will be asked to make good or cover the cost of repair.
12. If you wish to move any equipment and/or furniture please check first with the Centre/House Manager.
13. The hirer must inform the Centre Manager if anything is to be sold in the Centre. Commission (10%) will be charged on any sales.

14. No furniture may be introduced in to the Centre without the Centre/House Manager's prior approval. No fixtures or decorations requiring nails, screws, pins, staples, adhesive tape or similar shall be allowed.
15. We are happy to display posters/notices for activity taking place in the Arts Centre. However, please check with Centre/House manager prior to doing so.
16. All furniture, equipment and other possessions belonging to the hirers shall be removed from the premises by the hirers immediately after each booking unless special storage arrangements have been agreed with the Centre Manager beforehand.
17. The hirer shall be responsible for informing all persons present at their booking of the location of fire escape routes and fire fighting equipment and when it is anticipated that more than sixty persons are likely to be present, for the appointment of stewards to take charge of an evacuation in the event of an emergency.
18. The hirers shall ensure that emergency exit routes are unlocked and not in any way obstructed at any time. When seating is used in the rooms the hirers shall also be responsible for ensuring adequate gangways are maintained in order to facilitate a speedy evacuation in the event of an emergency.
19. All spaces occupied by the hirer, including common areas, toilets, kitchen facilities etc, must be left in a tidy and clean state, any rubbish being removed from the premises at the end of the meeting/event. If this is not done the Centre may make additional charges to cover the cost of cleaning.
20. Smoking is not permitted in any part of the premises and the hirers shall ensure that this policy is strictly adhered to at all times.
21. There may be occasions when, due to unforeseen circumstances, the Centre is unable to accommodate your booking either in full or in part. This could be because of urgent repair work or staffing issues. Although the Centre will do its utmost to resolve any issue's we would reserve the right to cancel any booking either in full or part. In these instances there will be no liability to the Centre and in such case, any related monies already paid by the Hirer would be refunded.
22. The Centre may need to be closed in an emergency, or for maintenance or repairs. The management reserves the right to cancel any booking for these reasons, and without reasonable notice.
23. In the case of non-observance or non-performance by the hirers of any conditions, or in the case that management shall be of the opinion that there is any interference with other Centre users or staff, or that the wear and tear of the premises, furniture, or fittings is excessive, Centre staff may terminate the hiring at any time without notice.