

www.helmsleyarts.co.uk



Venue Booking Form

Date:

Name of Group or Individual	
Address	
Email	
Contact Number	

Activity / Title of Event: (e.g. Class, Meeting, Concert)	
Date/s required	
Event Start Time	Event End Time

Get in Time	Get Out Time
(Total Hours – Include time for setting up and clearing away to nearest half hour)	
Total Hours	
Total Venue Hire Fee (See final page for hire prices)	£

Frequency	Spaces Required
<input type="checkbox"/> One-off booking <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> All Spaces <input type="checkbox"/> Studio Bar <input type="checkbox"/> Auditorium <input type="checkbox"/> Morley Room <input type="checkbox"/> Foyer(Pop-up event)

Expected Numbers			
Organisers	#	Guests/Audience	#



Technical
<input type="checkbox"/> Technician charged at £20 per hour from get in until get out time. (Includes basic pre-rig)
<input type="checkbox"/> Cinema projectionist minimum £50 fee
NB. A HAC Technician must be hired for any events with technical requirements. PRS/cinema charges may be applicable.

Technical Requirements	Additional information
<input type="checkbox"/> PA <input type="checkbox"/> Cinema (Cinema Screen & Projection Equipment in Auditorium) <input type="checkbox"/> Stage Lighting <input type="checkbox"/> Projector & Screen (For use in Morley Room & Studio Bar £100) <input type="checkbox"/> Piano (Steinway Grand) (£80) <input type="checkbox"/> Electric Piano (Clavinova) (£20) <input type="checkbox"/> Staging (£20) <input type="checkbox"/> TV in Studio bar (free of charge)	

Facilities HAC will provide front of house staff for all hire bookings, free of charge.	Equipment Available free of charge:
Please tick the facilities you require: <ul style="list-style-type: none"> <input type="checkbox"/> Licensed Bar & Bar staff @ £10 per hour, per staff member <input type="checkbox"/> Tea/Coffee @ £2 per head minimum dependent on requirements <input type="checkbox"/> Corkage @ £5.50 per bottle 	<ul style="list-style-type: none"> <input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Flipchart <input type="checkbox"/> Tablecloths <input type="checkbox"/> Crockery & Cutlery <input type="checkbox"/> Glassware (Polycarbonate – no glass allowed in auditorium) <input type="checkbox"/> Display Screen <input type="checkbox"/> Bluetooth Speaker <input type="checkbox"/> Wi-Fi (Superfast Broadband)
Additional requirements- (costs to be agreed)	



Marketing & Publicity

The booking charge includes a listing of your event on our website (www.helmsleyarts.co.uk) Please email copy and images (300dpi) to marketing@helmsleyarts.co.uk

Please send any printed publicity for display at HAC to Marketing Coordinator. Helmsley Arts Centre, Old Meeting House Court, Helmsley, York YO62 5DW

For HAC's social media platforms please see @helmsleyarts & /HelmsleyArtsCentre

If your booking is within our Brochure deadlines, we may be able to include a listing for your event. We print x5000 brochures each season (Spring, Summer, Autumn) Please email director@helmsleyarts.co.uk for further information.

Ticket sales

- You organise ticket production and sales (No Box Office Staff Provided)
- You supply physical tickets to be sold from HAC box office only (10% Commission) (No Box Office Staff Provided for event)
- We produce, sell your tickets (15% commission) and provide Box Office Staff
- We produce and sell your tickets through our online booking and box office (20% commission) and provide Box Office Staff

Payment & Confirmation

Once we receive your completed form we will contact you to process the payment and to discuss your booking further.

Your booking will be confirmed upon receipt of payment for the total Venue Hire cost.

You will be invoiced after your event for any additional charges including tech, equipment, bar facilities etc.



Cancellation Terms

Both parties will endeavour to avoid cancellation, but should it be deemed necessary, the party cancelling the hire will inform the other party at the earliest opportunity. If HAC cancels your hire, your payment will be refunded in full.

By signing below you agree that you agree to the Terms and Conditions of hire.

Signed

Date

Please return the completed form by email to generalmanager@helmsleyarts.co.uk

Or by post to;
Karen Gosney
Helmsley Arts Centre
Old Meeting House Court
Helmsley
York
YO62 5DW

If you have any queries, please contact Karen Gosney
generalmanager@helmsleyarts.co.uk | 01439 771715

Advisory Council

Sandra Burnham | Richard Burridge | Dame Judi Dench
Christopher Glynn | David Griffiths | Piers Paul Read | Simon Wright

Registered Charity No: 1058130 VAT No:599247577





Helmsley Arts Centre - Available Spaces and Charges

Rates per hour (VAT not applicable)

Space	Standard Rate		Commercial Rate	
	Small registered charities and voluntary organisations, small arts organisations, community and social enterprise groups and private individuals		Business and commercial organisations, large voluntary organisations and charities, local government and public sector agencies	
	Day	Evening from 5pm & Weekend	Day	Evening from 5pm & Weekend
Auditorium	£30 per hr	£35 per hr	£50 per hr	£85 per hr
Studio Bar	£18 per hr	£20 per hr	£28 per hr	£33 per hr
Auditorium and Studio Bar	£45 per hr	£50 per hr	£75 per hr	£110 per hr
Morley Room	£14 per hr	£16 per hr	£23 per hr	£26 per hr
Whole Building (inc dressing rooms)	£65 per hr	£70 per hr	£115 per hr	£145 per hr
Pop UP in Foyer	£10 per hour minimum guarantee vs 25% commission on sales (Whichever is greater) Please email generalmanager@helmsleyarts.co.uk to arrange			



PERFORMING RIGHTS SOCIETY (PRS) FOR THE INFORMATION OF HIRERS

Before any performance of copyright musical works can be given in public, those responsible for the event are required to obtain the permission of the owner of the copyright of the works concerned.

Obviously, if each music user were to have to seek out separate permission for each individual work to be performed, the administrative burden would be extremely onerous. Through the PRS it is possible to obtain permission to use virtually any copyright works (the exceptions are in certain specialized areas such as 'grand rights') by applying for a licence and paying the appropriate royalties. As Helmsley Arts Centre has a licence the administration is further simplified. The hirer does not need to apply personally to PRS; the licensing arrangements will be taken care of by the Helmsley Arts Centre. However Helmsley Arts Centre needs to provide certain information to PRS in order that the appropriate fee can be assessed.

In most cases, the information required by PRS will be restricted to the frequency and general description of events that have taken place. The main exceptions to this are that:

(1) When events such as popular music concerts, classical concerts or variety shows occur, it is necessary for the box office receipts (net of VAT) to be declared, as the royalty is usually a percentage of such figures. And in the case of classical concerts, for the admission figures to be declared.

(2) For all live music events PRS requires a programme return form to be completed. This comprises a list of the individual works used during particular performances.

Please co-operate with Helmsley Arts Centre over the provision of this information which they are contracted to supply to PRS. Failure to do so can result in performances being unauthorized and copyrights being infringed. In such cases PRS will take action as necessary to protect its members' rights.

Should you have any further queries please do not hesitate to contact the PRS Concert Sales Centre on 0845 300 60 33.



FOR PRS FOR MUSIC USE

1. Programme number

2. Tariff

3. Geographical code

4. Account number

5. Royalty

£

PRM
for MUSIC

PROGRAMME AND DECLARATION OF MUSIC (PLAYS)
Representing Music Creators and Publishers of Music
Performing Right Society Limited
29-33 Berners Street, London, W1T 3AB
Telephone: 0845 300 6033 Fax: 0207 598 3641
email: live.music@prsformusic.com

Nature of production (play or compilation show) _____ entitled _____

Theatre premises: Name _____ Address _____

No. of performances (incl. previews) _____ in run from _____ to _____ (if a tour please attach itinerary)

Means of performance: Live (e.g. band, pianist, vocalist) _____
Recorded (e.g. band, pianist, vocalist) _____

Status of production: amateur or professional _____

See notes overleaf

FOR PRS FOR MUSIC USE (line no)	TITLE OF MUSICAL WORK (block capitals)	TIMES PLAYED EACH PERFORMANCE	DURATION	COMPOSER(S) (surname(s) first)	PUBLISHER	ARRANGER	FOR PRS FOR MUSIC USE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

INCIDENTAL OR CURTAIN MUSIC (heard by theatre audience but not performed by or intended to be audible to characters).
IMPORTANT - The declarations on the back of this form must be completed
PP.09.04.F.PDP



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.