

### **Hirer agreement - the Gregson Community & Art Centre, Lancaster**

Thanks for hiring the Gregson Community & Arts Centre. All income from room hire helps our independent charity thrive! Please fill in your details, sign this agreement and return it to our Company Secretary, Katherine Bevington:  
[roomhire@gregson.co.uk](mailto:roomhire@gregson.co.uk) Any questions, don't hesitate to be in touch.

Full name	
Email	
Best Telephone number	
Address	
Activity (e.g. Jenny's 21st Birthday party or Romeo and Juliet performance)	
Do you want our help to promote your event (e.g. if this is a public event)	
Want to receive monthly email updates from the Gregson for news and special offers? Yes/No	

#### **Terms and conditions of hire**

##### **Charges**

- The charges for hiring rooms are those current at the time the booking is made.
- We require a 50% deposit for evening bookings with a bar or bookings with a value of over £100. Until the deposit is received the booking cannot be confirmed. Payment via BACS is preferred. All invoices should be paid within 14 days of the receipt.

##### **Cancellations**

• Cancellations have a negative financial impact on our charity. However, we understand that sometimes, plans can change due to unforeseen circumstances. In the event of cancellation by the Hirer (depending on the amount of notice given) the following refunds will be available:

- More than 28 days notice - 100% refund
  - More than 14 days notice - 50% refund
  - Less than 14 days notice - no refund
- If we have to cancel your booking (for instance if we need to make emergency repairs to facilities etc) we will refund you in full.
  - We reserve the right to cancel or refuse a booking if we consider it to be of an inappropriate nature that contradicts the values of our charity and what we strive to achieve. If we have safety concerns for your event we reserve the right to cancel it at any time. Our public liability restricts some activities. We will inform you ahead of booking if this applies to your activity in the centre.
  - We are a registered charity and are non party political. There may be instances where we feel unable to promote political events on your behalf. This is at our discretion.
  - Both parties will be released from their respective obligations in the event of Force Majeure.

## Terms of Use

- Sub hiring of our spaces is not permitted.
- Everyone who hires our spaces is asked to follow our Community Agreement. [This can be found here.](#)
- **Setup/cleanup time must be taken into account when you book our spaces** and included in the booking time. Additional hire charges will apply when bookings exceed the agreed hire time.
- You or a person you have nominated shall remain at the venue throughout the event and make themselves known to the Gregson's staff on duty.
- Our staff will help as needed but it is not part of their duties to assist in the supervision or running of your event. Our staff have absolute authority to take any such action they consider appropriate to reduce/remove risks as they see fit.
- You or a person you have nominated will ensure that good conduct and order is maintained during the events and shall not permit anything to take place that is unlawful, offensive or indecent.
- You must be 18 years or older to book spaces here. Your booking must be confirmed by email via a Gregson representative.
- Naked flames (unless express permission has been gained in advance), smoke machines and indoor fireworks are not permitted.
- Smoking /e-cigarettes are not permitted indoors - please use our Yarden. Please note this closes at 11pm. After this time guests can smoke at the front of the building. **Please help us to ensure noise is kept as low as possible as we are based in a residential area.**
- If we deem damages to be caused by misuse/misuse, you will be charged for repairs/replacements. **(Please note most damages are caused by blu tack and sellotape - please ask our staff to use our hanging ropes which are easily installed. Please be careful when moving heavy items and don't drag items - our team are always willing to help if they can - please ask.)**
- Leaving - Our staff are responsible for clearing the room after your hire (within reasonable use) such as putting chairs and tables away and sweeping/mopping etc. We ask that you remove any decorations and waste that you bring yourself. **We can offer a clean down service (e.g. if you have had a wedding and don't want to take down decorations etc at the end of the night) - this is an additional £15 per hour. We can arrange for decorations to be stored for you at the Gregson for you to collect at a later date.**
- **The Gregson cannot accept responsibility or liability in respect of loss, theft or damage,** howsoever or by whomsoever caused, of or to any goods or property whatsoever of the Hirer in the premises.
- It is your responsibility to ensure that electrical equipment brought into the centre is fit for purpose and has a current PAT certificate.

## Fixtures & Equipment

- Please note we do provide equipment such as PA's, mixing desks but **we do not have an inhouse technician.** If you are hiring a band/dj they are welcome to use our equipment but should have a conversation with us beforehand if they plan on using our equipment.
- Please ask our staff for help to use our equipment and don't alter anything yourself. Altering equipment yourself could cause damages that we would have to ask you to pay for.
- Events which involve playing music must take care to keep noise at a reasonable level. Music must finish by 12pm at the latest and volume control is at the discretion of our staff.
- Any screenings of films must comply with our [MPLC licence](#). Due to the nature of the licence, hirers are unable to charge an admission fee for any film screenings (but can ask for donations) to cover their costs.
- If using our cinema, please note our seats are vintage style, to avoid accidents make sure children are supervised and aware not to play on the seats and that the hinges must not be touched.

## Insurance, safeguarding and regulations

- You shall strictly observe the requirements and regulations of any licensing authority which are applicable to your event.
- We recommend that business hirers and those running public events obtain cancellation insurance, accidental damage cover and public liability insurance and undertake their own risk assessments for activities in the centre. For private events we recommend event insurance or wedding insurance. The hirer shall be liable for any damage caused by their event for losses of property, personal injury claims and other costs arising out of their use of the room.
- Where 3rd parties are engaged, such as musicians, caterers, inflatable hire etc, it is your responsibility to ensure that 3rd parties have suitable and sufficient insurance. It is expected that you will have suitable and sufficient Employer's Liability Insurance if necessary.
- You agree to ensure that children or vulnerable adults are always supervised and that the appropriate safeguarding measures are in place. Those under the age of 16 are not permitted in the public cafe/bar after 9pm. Those under the age of 16 must be supervised in our venue at all times.
- Copies of any of the above documents must be provided to the Gregson if requested.

### **Health and Safety**

- All room capacities restrictions can vary from booking to booking based on the activity. For the safety of hirers, these must not be exceeded. It is your responsibility to monitor attendance.
- You are responsible for ensuring that Health and Safety information, regulations and guidelines are adhered to and that everyone present is aware of what to do in an emergency.
- You should familiarise yourself with the fire evacuation procedure displayed on the noticeboard in the entrance of the Gregson Centre and be able to advise others attending their event what to do in case of a fire emergency. If you are unfamiliar with these procedures please ask in advance and we will send you an electronic version of this.

### **Food & Drink**

- We allow Hirers to bring in food to be consumed. You can also hire our Kitchen at an additional cost (please contact our Secretary for more information.)
- Hirers are permitted to bring in their own soft drinks but **not alcoholic drinks**. These are available to purchase via our bar.

### **Other promotions**

At any time we may run promotions to support key target groups we wish to engage with the centre. These offers may be subject to additional Terms and Conditions. Failure to abide by these terms and conditions may result in additional charges which are at our discretion.

### **Signature of Hirer:**

The Hirer (sign and print name)

Date: