

# *The Phoenix Theatre at New College*

## Specific additional conditions of hire

1. The Phoenix Theatre will accommodate a maximum audience of 250 people.
2. The Theatre Management will not accept any responsibility for any loss, howsoever incurred by the Hirer, in the event of cancellation of a letting as a result of circumstances beyond their control (including shortage or failure of electricity supply).
3. Box office services are not provided.
4. Hirers should familiarise themselves with the location of escape routes, fire extinguishers, fire alarms, exit doors and emergency procedures. It is the responsibility of the Hirers to seek this information from the Theatre staff prior to making use of the premises. Front of House staff should be made fully aware of this information and a minimum of **four nominated staff** should be appointed to carry out emergency procedures.
5. The presence of a New College theatre technician is an essential requirement for the duration of the booking at an additional cost to the Hirer. Hirers must not use the sound system, fly tower and lighting rig, or be allowed access to the lighting box without the prior consent of the theatre technician. Hirers must not touch or change any existing curtains, screens or gauzes without prior consent of the theatre technician, and any alterations may only take place in his presence.
6. The Hirer will not be allowed access to the Theatre or any associated booked areas until the time that is stated on the booking form. Areas will remain locked until this point and will only be unlocked by College staff.
7. It is the responsibility of the Hirer to obtain any necessary play or music licence. Hirers are responsible for paying any fees due to the **Performing Rights Society** for copyright music performed. This includes background music at events such as fashion shows. The range is from 1% to 3% of ticket sales. A copy of this document is required to be attached to your booking form and returned to the College when confirming your booking.
8. A refundable damages deposit of £500 will be payable at point of booking. If this is not paid, the booking will not proceed. This will be returned in full after the booking if no damage is deemed to have occurred. If damage has occurred, all or part of the deposit will be retained by the College to make good any damage(s). In the case of significant damage above and beyond the cost of £500, the College may seek further payment from the Hirer. The College retains the right to have the final decision regarding the nature and extent of and assignment of culpability for the damage.
9. The Hirer must observe such safety conditions as are required by the Local Authority with special reference to use of naked flame, firearms, special effects, fireproofing of set and materials.
10. No additions, alterations or adaptations should be made to the electrical installation unless permission of the Theatre Management and Stage Manager is first obtained.
11. The scene painting area is available for Hirers' use. Equipment used must be with the utmost care, with particular reference to safety procedures and the space must be maintained in a clean and tidy condition at all times. The dressing room is also available for Hirers' use and also must be maintained in a clean and tidy condition.
12. Any portable electrical equipment brought into the Theatre must be tested in compliance with the Electricity Safety at Work Portable Appliance Act 1989.
13. Videoing of events is permitted, but not from a show unless it is with the written permission of the producer.
14. The Hirer has the right to cancel a booking up to fourteen days beforehand and in such circumstances shall not be responsible for the hiring charges. Notice to cancel received less than fourteen days prior to a booking will result in only 50% of the hiring charge being refunded by the College.
15. The grand piano is not included in the cost of the hiring and is not available for use.
16. No food or drink is to be consumed in the Theatre itself either by the Hirer or any member of the audience. The Hirer may bring in their own refreshments with prior permission of the College, but may be charged for use of the Restaurant seating facilities.
17. All rubbish must be taken away for disposal by the Hirer or additional charges may be incurred.
18. For insurance information, please see section 4. **Insurance of Conditions of use for hiring facilities.**