



## Terms and Conditions of Rental

### 1. Purpose

- i. The hirer must make it clear to The Purple Playhouse Theatre management, the purpose of the rental.
- ii. We have a maximum capacity of 60 seated and 80 standing and any audience or group must not exceed this number
- iii. The Purple Playhouse Theatre management reserves the right to refuse to hire to any person or organisation for any reason.

### 2. Fees

- i. Full payment of any fees is required in advance for any booking to be confirmed

### 3. Cancellations

- i. Charges will be applied for late cancellations as below.
  - Less than two days prior to hire date: 100% of fee
  - Between 2-14 days prior to hire date: 50% of fee
  - More than 14 days prior to hire date: No charge
- ii. Purple Playhouse Theatre reserves the right to cancel any booking at any time though we will always endeavour to give as much notice as possible.

### 4. Insurance

- i. The Grace Eyre Foundation on behalf of the Purple Playhouse Theatre has its own Public Liability policy. A copy of this policy is available for inspection if required.
- ii. All hirers must take out their own Public Liability insurance to cover unforeseen accidents, incidents and any other events which may cause injury to persons or damage to Grace Eyre premises or equipment. A copy of the certificate of insurance will need to be presented to Grace Eyre at the time of booking.
- iii. Hirers will adhere to environmental risk assessments which are in place for the use of The Purple Playhouse Theatre & Grace Eyre premises. Copies will be provided for any confirmed booking and on request.
- iv. Hirers will be responsible for carrying out and ensuring adherence of their own risk assessments and risk management plans for any activities and equipment used as appropriate to the risk that these activities carry to people using the premises. Copies are to be forwarded to The Purple Playhouse Theatre management prior to commencement of rehearsals / performance.

### 5. Rooms

- i. The hirer must only use the rooms charged for and must not access other areas without prior written agreement from The Purple Playhouse Theatre management.

### 6. Access

- i. A designated key holder will open and close the building prior to and following use including setting the alarm code. The charge is included in the hire fee.

### 7. Animals

- i. No animals shall be allowed on the premises, except for guide dogs without the prior consent of the Purple Playhouse Theatre Management.

#### 8. Conditions of Rooms

- i. The hirer is responsible to leave the premises in the condition they found it and cleaning equipment will be supplied. All rubbish must be removed and disposed of by the hirer. All lights apart from emergency lighting must be turned off.
- ii. The hirer must not use any equipment or resources belonging to The Purple Playhouse Theatre or Grace Eyre without prior management agreement.
- iii. The hirer is responsible to ensure all furniture is returned to the same area /position within the room hired.
- iv. The hirer must not take furniture or effects outside the premises or display any notice board or poster outside the premises without the prior consent of The Purple Playhouse Theatre management.

#### 9. Damage & Breakages

- i. The hirer will be responsible to report any damage or accidental breakages. The Purple Playhouse Theatre management reserves the right to charge the hirer for damage that is considered outside normal wear or tear.
- ii. The hirer shall take good care of and not cause any damage to the premises, fittings, equipment or any other property therein, the hirer will pay for any damage (including accidental damage) caused when renting the premises.
- iii. No bolts, nails, tacks, screws, pins, sticking tape or other fixing material shall be driven into or stuck on any part of the premises, unless by agreement. Any damage caused, even after agreement will be made good at the Hirer's expense.
- iv. No alterations or additions can be made to the lighting, sound, electrical, gas or water installations.
- v. No flammable material can be used for decoration or used in any rehearsal or performance without providing a comprehensive risk assessment for approval. The hirer will be required to remove anything introduced by them into the premises, which in the opinion of The Purple Playhouse Theatre management is an undue fire risk.

#### 10. Security

- i. The hirer will be responsible for the security of the premises when hiring in the evenings and weekends.
- ii. The hirer is responsible for any keys they are given and they must not be passed onto a third party. Any keys lost will be charged for including any replacement locks required.
- iii. The hirer may be responsible for the alarm access code and must not pass this code onto a third party.
- iv. The hirer is responsible for the group/individuals using the premises and must ensure that they do not access other areas of the property without prior agreement from The Purple Playhouse Theatre management.
- v. When leaving the premises the hirer and guests must ensure that they do so in a quiet manner and do not cause any disturbance to the neighbouring properties.
- vi. Occasionally a long term hirer maybe be given a set of keys and instructions on setting the alarm. In this instance, the hirer must undergo an induction session with the Purple Playhouse management, supply a reference and meet all the necessary security checks.
  - o The premises must be secured/locked in line with instructions given by The Purple Playhouse Theatre.

- If instructed to set the alarm - failure to do this will result in an Alarm Call Out fee of £50 and the Hirer will be charged.
- Loss of keys or alarm fob/code will result in a replacement fee of £50

#### 11. Smoking Policy

- i. The hirer is responsible to ensure that no person smokes on the premises or grounds except in the designated area in the grounds.

#### 12. Fire Regulations

- ii. A copy of the Fire Regulations will be attached to the Hirer Agreement and the hirer shall comply with Fire Regulations as displayed in the building.
- iii. The hirer will make themselves available to be shown all fire exits, relevant fire safety equipment and pathways to exits during the induction to be carried out by Purple Playhouse Staff.
- iv. The hirer will support any Purple Playhouse staff present with the safe evacuation of the public and performers in attendance in the event of a fire or fire alarm activation. In the event of an un-staffed hire, the hirer will be responsible for leading the safe evacuation of all guests and performers.
- v. Additionally, the hirer will abide by any rules, regulations, orders or bylaws, etc., whether for ensuring public order, safety and decency or for any other purpose whatsoever affecting the use of rooms within the building. Please also be aware that candles (from eg a birthday cake) can set off our smoke alarms so in this instance please use electronic ones.

#### 13. Safe access and egress

- i. The hirer shall, during the hire period, be responsible for:
  - a. the efficient and safe supervision of children and the orderly and safe admission/exit of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
  - b. ensuring all doors giving egress from the premises are kept unfastened, unobstructed and available for exit the whole time the premises are in use.
  - c. exercising supervision of security and control measures to open doors to prevent unauthorised entrance by the general public or other individuals or groups..
- ii. Where there is a closely-seated audience, the following conditions relating to admission of persons with a physical disability in wheelchairs shall apply: Wheelchairs must be sited in positions where they are unlikely to obstruct other persons in an emergency and where a ready means of exit is available.
- iii. Any person requiring assistance for safe entry and egress from the building must have an able-bodied (trained in the use of Evacuation Chairs/Matts) adult person who is responsible for assisting the person out of the building in the event of an emergency/fire.

#### 14. Adapted shower/toilet facilities

- i. The hirer must inform The Purple Playhouse Theatre management if they require use of the Hoist in the adapted shower/toilet facilities. The hirer must demonstrate that they have received the appropriate training and can supply an appropriate sling for the hoist.

#### 15. Accidents or Injuries

- i. In the event of any accident causing injury to any person or damage to property/ equipment within these premises, the hirer should report it to the Purple Playhouse Theatre Management at the earliest opportunity and within 24 hours.
- ii. In case of emergencies please refer to the Purple Playhouse / Grace Eyre Websites for further contact details.
- iii. Additionally the hirer will carry out a full investigation to establish the root cause of any accident / incident or near miss.
- iv. A written investigation report is to be forwarded to the Purple Playhouse Theatre management within 10 days.

#### 16. Public Performances & Entertainment

- i. In the case of the public performance of music or copyright material (e.g. plays) the hirer shall be responsible for payment to the appropriate body (Performing Rights Society Ltd.) of any fees due in respect of such performance, where this is required.
- ii. If the Café or Theatre are used for public dancing, music, or other public entertainment of a like kind the Hirer must ensure strict compliance with the conditions of the Public Entertainment Licence. These conditions must be confirmed with the Purple Playhouse Theatre management at least two weeks prior to the function.
- iii. It is not permitted for any hirer to sell alcohol at any Grace Eyre sites. A paying bar (manned by Purple Playhouse staff) can be arranged at the Montefiore Road site, for the hirer, if requested in advance.
- iv. Under no circumstances will alcohol be consumed by any performing person (or stage management person) under the authority of the supervising person whilst on Grace Eyre property before, during or after rehearsals. Anyone suspected of inebriation is to be removed from the premises by the supervising person.

#### 17. Reasonable Requests

- i. The hirer shall, during the hire period and when on the premises, comply with all reasonable requests of The Purple Playhouse Theatre and Grace Eyre Management. Failure to follow reasonable request may mean that the Purple Playhouse Theatre management will end the booking early.

#### 18. Complaints

- i. Any complaint arising must be made in writing to The Purple Playhouse Theatre management team immediately after the hired session.

I hereby agree to the conditions of use as per the attached.

SIGNED..... DATE.....  
 FULL NAME .....  
 (Block Capitals)

Payment in full is required to secure a booking.  
**Please use a reference as follows: Hirer's initials + Date hire begins + PPT**  
 (e.g. for John Smith hiring on 22 November 2018, the reference would be JS221118PPT).

**PAYMENT DETAILS: BANK NAME: Barclays Bank PLC**  
**SORT CODE: Sort Code: 20-12-75 ACCOUNT NO: 10401307**

If you are sending money from outside the UK, please note that the SWIFT code (or SWIFTBIC) is **BUKBGB22** and our IBAN Number is **GB85 BUKB 2012 7510 4013 07**

### Purple Playhouse Theatre

36 Montefiore Road, Hove BN3 6EP  
 Tel 07736 273402 or 01273 222011  
 email: roomhire@grace-eyre.org



# Room Rental Booking Form

Before completing this form, please read the Terms & Conditions of Hire.

Contact Details	
Name of Organisation (if applicable):	Registered Charity No. (where applicable):
Contact Name:	Address:
Contact Telephone No:	Mobile No:
Email address:	

Space Hire			
Space(s) required:	<input type="checkbox"/> Purple Playhouse Theatre <input type="checkbox"/> Café <input type="checkbox"/> Theatre AND cafe <input type="checkbox"/> Other:		
Date(s) required:			
Time(s) required:			
Type of event:		Will your event require a bar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of people:			
Type of room layout and any equipment required, please specify:			

Do you require any further services (where possible we will accommodate additional requests – please check with the manager):

**Indemnity** – I, the undersigned, hereby undertake to indemnify The Purple Playhouse Theatre & Grace Eyre against the legal liability of all claims arising from negligence, costs or demands (unless attributable to the negligence of The Purple Playhouse Theatre &/or Grace Eyre) in connection with this booking. I also undertake to accept personal responsibility for the due observance of all the regulations and to pay the full amount of charges as specified. I have read and will abide by the 'Conditions of Hire' supplied. I have read the terms and conditions of hire YES/NO (delete as applicable).

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**On behalf of Company/Organisation):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Office use only - Hire authorised by:  
 Proof of Insurance Received   
 Full Payment Received