



Application to Hire

1. All applications must be made to the Festival Hall Manager.
2. A provisional booking will only be held for 14 days.
3. Bookings can only be taken up to 2 years in advance.
4. A booking will not become "confirmed" until a signed booking form is returned to the Festival Hall Manager.
5. Bookings are not confirmed in writing unless requested.
6. No Hire will be taken past midnight unless approved by the Festival Hall Manager and the consent of the licensing authority received.
7. The Hirer shall ensure full compliance with the terms of the Sunday Trading Act 1994.
8. Applications will not be accepted from anyone less than 18 years of age.
9. The Festival Hall Manager/Town Council may refuse to let the hall at any time without reason.
10. No monies will be collected until 6 weeks before the hire date.
11. A £250 returnable deposit is payable when hiring either the Festival Hall or Rose Room.
12. Hiring fees, and returnable deposits are payable in advance and such fees must be paid not less than 14 days prior to the date for holding the event. In the case of bookings where payment has not been received the Council reserves the right to refuse admission.
13. Hirers are responsible for Public Liability Insurance of all participants in any event and for insuring all properties and equipment belonging to the hirer. The minimum level of Public Liability Required is £5m (five million). Proof of Public Liability insurance must be given to the Administration Officer prior to the hire period. "One-off hires" (e.g. parties) will be covered by the Town Council insurance policy by a 10% addition to the hire cost unless own insurance cover is obtained. Proof of "own insurance" must be given to the Administration Officer prior to the hire.
14. The Town Council reserves the right to review hire charges annually for implementation on 1 April each year.
15. The Town Council reserves the right to amend or alter these hiring regulations without notice.
16. Please note that there is no wheelchair access to the Stage or Dressing rooms.

Cancellation

17. Upon receipt of a signed booking form the following cancellation charges come into effect.

Notified 8 weeks in advance:	No charge
Notified less than 8 weeks in advance:	50% charge
Less than 7 days in advance:	100% charge
18. The Town Council reserves the right to cancel any letting if it should so desire, subject only to the return of the fees paid and to no other claim. Hirers are advised to insure against this eventuality.

Conditions of Hire

19. **All** vehicles must be parked in the Pay and Display car park with the appropriate fee paid.
20. Hirers will be held responsible for any damage, breakages or theft that may occur during the course of their hire.
21. Hirers are responsible for the removal of all refuse, materials and other equipment relating to their Event and will be liable for any additional clearance costs incurred by the Town Council.
22. Hirers must allow sufficient time to access and leave the premises within their booking period. Additional charges may be incurred if the agreed times are exceeded.
23. Any equipment, properties etc, brought into the Festival Hall for use in connection with a booking must be removed before the end of the agreed hire.
24. The Town Council will not be responsible for loss of or damage to property belonging to any person using the Festival Hall or Town Hall.

25. Not less than eight weeks before the event the hirer shall supply, to the Festival Hall Manager, detailed set, Rigging, seating, and/or floor plans for the event. Failure to provide this information may lead to the hirer being refused entry until it is provided and could lead to the hire being cancelled. Once provided, no alterations to these plans are permitted without first informing the Festival Hall Manager.
26. No alterations or additions of a permanent nature are to be made during the period of hire to any part of the building, inside or outside, to the approaches thereto, to the fittings or machinery, or to the electrical installation. No nails, screws or other fixings shall be used on walls or floors of the hall. Adhesive tape may be used on floors provided it is cleanly removed.
27. The Festival Hall is equipped with sound and lighting systems. These are free to use but must only be operated by competent persons. The Hirer agrees to be responsible for any loss or damage that may occur.
28. Any decorations must be approved by the Festival Hall Manager.
29. The Town Council reserves the right of entry at all times to any part of the premises.

Performing Rights Society

30. For any event involving the use of music the Administration Officer must be provided with a full list of music performed, including the name of the artist, composer and the number of times each piece has been performed. Hirers must also provide detailed receipts (noting each price band and each performance separately). This information must be provided within three days of the event as is legally required by the Performing Rights Society.
31. No dramatic or musical works may be performed without obtaining the appropriate licence.

Intoxicating Liquors and Smoking

32. The sale of alcohol in the Festival Hall must be in accordance with the terms of the Premises Licence under the Licensing Act 2003. This Act states that to sell alcohol the person must be over 18 years of age and that an application form (available from the Festival Hall Manager) must be completed and approved prior to the hire period.
33. It is an offence for the Hirer to sell alcohol to anyone under 18 or to a person over 18 on behalf of someone under 18. Nor shall alcohol be sold to anyone who is drunk or appears to be drunk. It is the responsibility of the Hirer to ensure that any alcohol sold by them is sold in compliance with the terms of the Act.
34. During licensed performances it is the responsibility of Hirers to prevent crime and disorder, maintain Public safety, prevent Public Nuisance and ensure the protection of children from harm. They must therefore have an adequate number of attendants over the age of 18 throughout the period that alcohol is available.
35. The Hirer must ensure they comply with the Smoke- Free Regulations 2006. Smoking is not permitted in any part of the building.

Nominated Responsible Person

36. Hirers must have a nominated Responsible Person of at least 18 years of age to be in charge, of and present, on the premises during the hire. Details of the Responsible Person are to be handed to the Hall Manager prior to the hire and will be recorded in the log book. The Responsible Person is responsible for the security and safe working practices within the area hired until the Hall is handed back to the Duty Manager or Security operative.
37. It is the duty of the nominated Responsible Person to ensure that a log of persons entering and leaving the area during the day is maintained. This may exclude patrons, providing a separate record of numbers is kept.
38. The Hirer's nominated Responsible Person is to ensure that all Ushers/Staff are familiar with the location of fire exits, Call points and extinguishers. A plan is attached to these terms (item 70).

Health and Safety

39. Hirers are responsible for providing First Aid cover as necessary. First Aid boxes are located in the Kitchen and Green Room there are also two defibrillators one located under the Town Hall staircase and one on the Outside wall of the Green Room (See Floor Plan item 73). All accidents must be recorded immediately on a Personal Injury Incident report form (available adjacent to the First Aid Box in the Kitchen) and handed to the Festival Hall Manager, or his Assistant.
40. The Town Council must be kept informed of all incidents, accidents or problems that the hirer experiences. The Festival Hall Manager may be contacted during normal working hours in the Town Council office. Out of hours the Festival Hall Manager or his Assistant may be contacted on their mobile phone.
41. Hirers are responsible for the area hired and ancillary accommodation for the entire length of their booking. The area must not be left unattended at any time during the hire. The Festival Hall Manager, or his Assistant, will open the hired area at the agreed and pre-arranged time.
42. The foyer shall at all times be kept entirely clear of any displays, stands or decorative materials unless the prior consent of the Festival Hall Manager has been obtained for the placing of such displays.
43. During public performances the Hirer is responsible for the safety of all members of the public. To this end, the Hirer is to have a nominated House Manager and sufficient staff to undertake this role, with at least 1 staff member per 100 attendees.
44. The primary duties of attendants include:
 - ensuring that no overcrowding occurs in any part of the premises
 - keeping all gangways and exits clear at all times
 - preventing standing on seats and furniture
 - being aware of any special requirements needed to ensure safe evacuation in an Emergency.
45. At each performance there shall be an attendant at the foot of each stairway while the audience is entering the building, and at the head of each stairway used for exit throughout the performance.
46. The maximum number of persons for each room is:
 - Festival Hall seated 384 standing 500.
 - Rose Room seated 100 standing 300.
 - Green Room 50.
 - Meeting Room 35.
 - Council Chamber 35.
 - Dressing Rooms 15 per dressing room.
 - Maximum Capacity of the Building is 600.
 - These Numbers may be reduced depending on the layout and type of event.
47. In the case of fire Hirers should first activate a Fire Alarm Call Point then call the emergency services. A public telephone is available on Heath Road.
48. Hirers and all the attendants must make themselves familiar with the means of escape, and the routes and exits to be used by the public, in the event of evacuation of the building in an emergency.
49. Prior to any commencement of hire an announcement regarding emergency evacuation procedure must be made to those present.
50. The following instructions for the evacuation of the Festival Hall shall appear in all programmes issued to the public in connection with theatrical productions and concerts staged in the Festival Hall.

IN CASE OF EMERGENCY EVACUATION:
Should the Festival Hall need to be evacuated during tonight's performance please leave through the exits at ground level either side of the hall whilst following any instructions given by the ushers.
Please Move quickly and calmly towards the exits and assemble outside the Open Air Swimming Pool.

51. In all parts of the premises, other than the auditorium, lighting is to be fully maintained so as to afford good general illumination. In the auditorium such lighting is to be sufficient to enable the public to leave the premises safely at any time. However, it may be reduced for a reason connected with the performance, provided an operator with a clear view of the audience is stationed at the controls to restore the lighting in an emergency.
52. All fire doors are to be kept closed at all times and under no circumstances are they allowed to be "wedged" open.
53. All materials used in the construction of sets or for the purpose of decoration must be rendered and maintained flame-resistant.
54. Cotton wool shall not be used for scenery or decoration, whether or not treated with flame-resistant solution.
55. The use of naked lights or flames on the stage during performances is prohibited.
56. No items or materials are to be stored or left under the extended tiered seating at any time when the theatre is in use, with the exception of the telescope ladder.
57. The use of the following equipment/tools is prohibited: power saws, paint-spraying equipment.
58. Hirers should, in accordance with Health & Safety legislation, prepare risk assessments and method statements; copies of which should be handed to the Festival Hall Manager at least 4 weeks prior to the date of moving in.
59. Hirers are responsible for ensuring safety of all persons working in the area they have hired and that everyone adheres to the regulations.
60. At the date of moving in the hirer shall inform the Festival Hall Manager of the plans for safety including areas of "limited access" and the control of these areas. Hirers are to ensure tight control of all aspects of safety and security, ensuring that all personnel are aware of the requirements and abide by them.
61. Hirers are to ensure that they have adequate accident insurance to cover anyone working on the event.
62. Hirers are to observe and adhere to the maximum permitted weights that may be suspended from the Rigging.
63. All electrical equipment brought in to the building must have a valid Portable Appliance Test (PAT) certificate.
64. No special effects e.g. pyrotechnics, smoke, strobe lighting, bubbles, lasers etc. are permitted unless permission of the Festival Hall Manager has been sought and the appropriate special effect form has been filled in. A risk assessment and method statement will also be required.
65. Except with prior approval of the Town Council, the Hirer shall not permit any animal or bird to enter or remain on the premises. This condition shall not apply to any guide/helper dog accompanying a person with a disability.

Seating

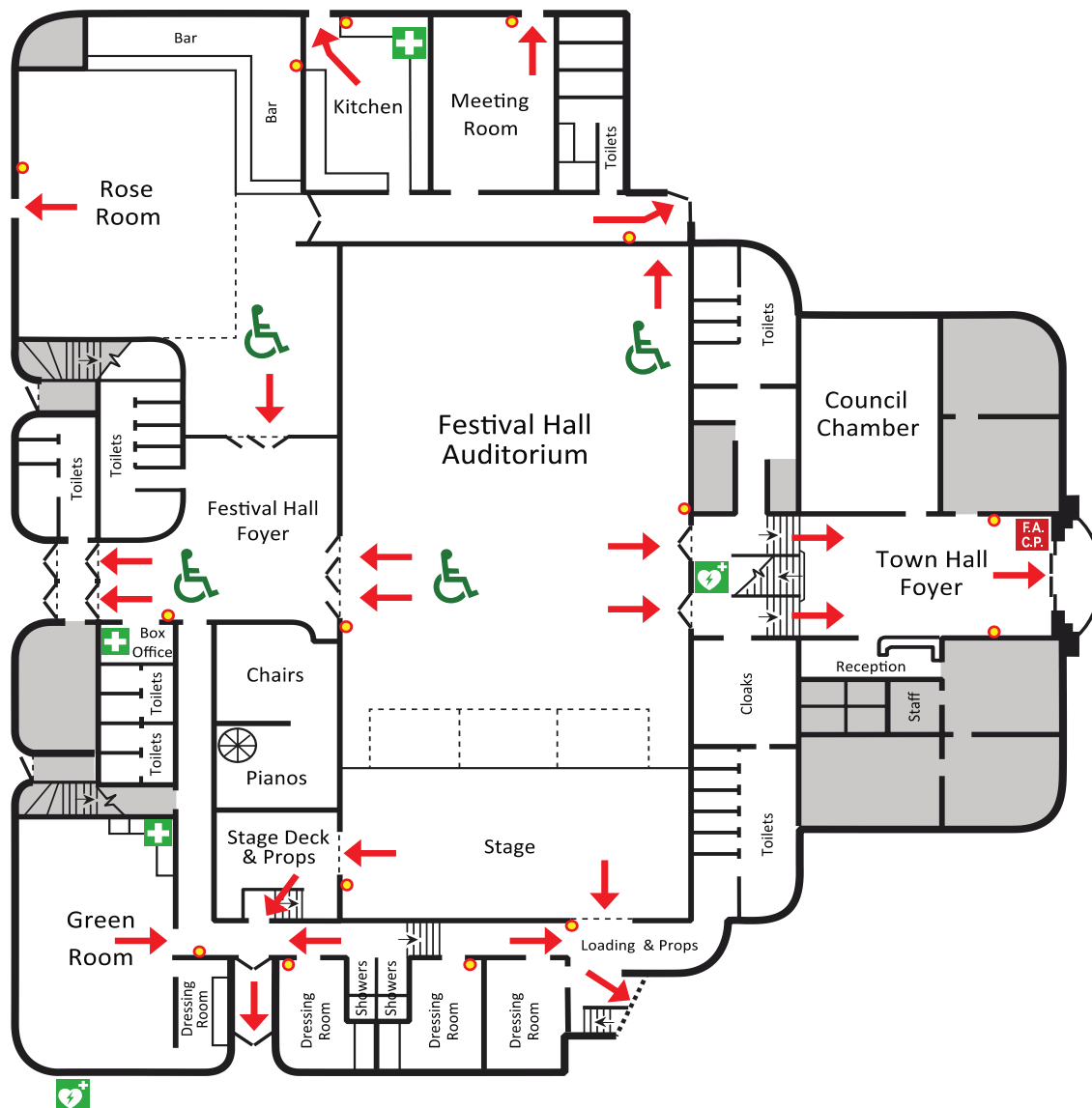
66. If seating other than on the Festival Hall Plan is required, at least 5 weeks' notice, in writing with the required plan, must be given. Further information can be obtained from the Festival Hall Manager.
67. For seated events every audience member must have a seat, with the exception of children under the age of 2 who are allowed to sit on a parent's or guardian's lap.
68. Each wheelchair user must be positioned in the designated area in front of tiered seating adjacent to the Festival Hall Foyer entrance.
69. No seats or other obstructions are to be placed in the gangways.
70. If the stage lifts are used then 2 rows of seats will need to be removed.

Children and Child Protection

71. The Hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act 1933, as amended or any statutory modifications or re-enactment thereof. If children are to perform then the regulations and requirements as specified in the Town Council's Child Protection policy must be adhered to. A Copy of this policy is available from the Festival Hall Manager.

72. If a performance is given mainly for children, or the majority of the persons present are children, or, if the number of children exceeds 100, the number of attendants or stewards shall not be less than 2 percent of the seating capacity of the Festival Hall.

73.



Key:

- = Fire Exit
- = Wheelchair Exits
- = Extinguisher
- = Defibrillator
- = First Aid Kit
- = Fire Alarm Control Panel



The Festival Hall is Owned and Operated by Petersfield Town Council.