

1) CHARGES: The hirer must be over 18 years of age and shall be personally responsible for the payment of all charges and for compliance with these conditions.

2) ACCESS: You will only be allowed to work in the Theatre at the times and in the areas specified on your hire form. Spreading out into other areas, even if empty, is expressly forbidden. The QMT reserves the right of entry to all parts of the Theatre at all times.

3) CANCELLATION: In the case of long-term periodic bookings, the QMT may terminate such bookings by giving three months' notice to the hirer. In the case of any booking, the QMT reserves the right to close the Theatre while any function is in progress in the event of any accident or emergency rendering this necessary. Upon any cancellation of a booking or termination of periodic bookings, any hire charge paid will be refunded but the Bancroft Players or QMT shall not be liable to pay any compensation. If the hirer cancels a reservation less than four weeks before the date of the function for which it has been made, a cancellation charge of 50% of the hire charge will be payable by the hirer. Any ticket sales already made will be refunded direct to the hirer along with a list of purchasers, less any applicable charges (which includes the web booking fee), so that the hirer can make the necessary refunds.

4) DEPOSITS and DISCOUNTS: Should the hirer decide to sell their own tickets then 50% of the hire fee is payable at booking with the balance due before the hire takes place. Discounts are available to hirers raising funds for registered charities but must be sought at least 12 weeks before the hire date and the amount of this discount is negotiable at the point of booking only. These discounts will only apply to the building hire element all other charges will not be available for discount.

5) APPARATUS: All furniture, fittings, apparatus, or appliances brought or sent to the Theatre by the hirer must be unloaded, placed in position and removed by persons employed by the hirer and the hirer shall remove all such property immediately upon the termination of a letting. The hirer will be liable to a further charge for each hour that such property is left upon the premises and the QMT reserves the right if he deems it necessary to remove such property, whereupon the hirer shall be liable for the cost incurred in such removal.

6) TECHNICAL: Use and/or management of the Theatre's own lighting and sound facilities shall be only by specific arrangement with the QMT. The QMT reserves the right to charge for a supervising technician who will be in attendance to advise upon and show the hirers technicians the sound and lighting apparatus if required. The hirer shall not bring in to the Theatre any noxious chemicals, explosive devices, or such material and equipment which may cause damage to the Theatre or persons present.

7) DAMAGE: The hirer will be responsible for the cost of making good any damage caused in the course of the function for which the Theatre has been booked and for replacing any furniture or fittings afterwards found to be lost or missing from any part of the building. The hirer shall ensure that no nail, screw or other fastening is driven into the walls, floors, platforms or furniture of the Theatre. **No electrical fittings or appliances or outlets in the Theatre may be altered, removed or interfered with in any way, or additional fittings or appliances installed without the prior approval of the QMT.** The hirer is responsible for leaving the Theatre in a clean and tidy manner otherwise a further charge of £25 per hour will be levied to rectify the faults.

8) FIRE: No function shall be held which will involve any increased risk of fire or vitiate any policy of insurance relating to the Theatre without previous notice being given to the QMT and his approval being obtained and the hirer making any arrangements for such other insurance as the QMT may consider necessary. When a stage play and/or musical is to be produced, the hirer shall inform the QMT, at least 7 days before the event, of the name of the person who will be responsible for taking necessary fire precautions at the Theatre. At all stage plays and/or musicals where scenery is kept or used on or over the stage, a person of practical experience in Fire Precautions shall be nominated and shall be in charge of all fire appliances and shall remain within the stage risk area during the whole time the premises are open to the public. All fire appliances and equipment approved by the Licensing Authority shall be inspected by the nominated fireman who shall see that they are always available for immediate use.

9) EXITS: All doors giving egress from the Theatre shall be kept unfastened and unobstructed and immediately available for exit during the whole of such time as the Theatre is in use. The emergency lighting must be switched on when the public is in the building.

10) INDEMNITY: The hirer shall indemnify the Bancroft Players against all claims, demands, actions or proceedings in respect of either personal injury or loss of or damage to property, howsoever or by whomsoever caused, arising by reason of or in consequence of or in connection with the use of the Theatre by the hirer, except insofar as any such injury, loss or damage arises out of any negligent act or omission on the part of the Bancroft Players. The Bancroft Players or QMT shall not be responsible for any injury to hearing or sight caused by the hirer's misuse of sound and lighting equipment beyond recommended safety levels.

11) COPYRIGHT: The hirer shall not use or permit to be used the Theatre for the performance in public of any dramatic, musical or other work or for the delivery in public of any lecture in which copyright exists without the consent of the owner of the copyright, nor shall the hirer in any other manner infringe any subsisting copyright. Where a performance is of a published play or musical, the QMT will need sight of, or a copy of the licence from the publisher before the event. **If such is not forthcoming the performance will not be staged under any circumstances.** The hirer will pay any charges required by the Performing Right Society. The hirer is responsible for arrangements with Inland Revenue regarding Entertainments Tax in connection with any function.

12) MISCELLANEOUS:

A) The hirer is responsible for providing appropriate chaperones for shows involving children under 16 years and when booking the theatre should specify that children are participating so we are aware that extra dressing rooms may be required and charged for accordingly (adults and children cannot change in the same room).

B) The QMT shall quantify the number of persons who shall be admitted to any function in the theatre. Arrangements as to the placing of seats and means of ingress and egress shall be under the control of the QMT.

C) No intoxicating liquor, confectionery or other drinks shall be supplied or sold by the hirer in the Theatre. The use of the Theatre Bar shall be by specific arrangement with the QMT. Profits from the Bar and the sale of ice cream, confectionery and drinks in the foyer for all events in the Theatre belong to the Bancroft Players.

D) The hirer is responsible for the proper conduct of persons using the Theatre and, in the event of any persons acting in such a manner as to cause annoyance or inconvenience to other persons, the hirer shall take all necessary steps to deal with the offender.

E) The hirer shall not assign or sub-let any interest he may have in the hiring of the Theatre.

F) Functions shall conclude by 11pm and the Theatre shall be cleared and vacated immediately thereafter, except when an extension has been agreed by the QMT.

G) Smoking is banned throughout the entire building.

The QMT is responsible for the enforcement of these conditions and is required and authorised to take appropriate steps to prevent the use of any article, appliance or apparatus, or the holding of any function which is considered objectionable to the Bancroft Players or QMT under any of these conditions. The Bancroft Players reserve the right to vary any condition or regulation at any time. Variation of any of these conditions is valid only if given in writing by the QMT.