



GreenArk Booking Form

Customer Details

Organisation Name: (State N/A if not applicable)	
Contact Person:	
Address:	
Postcode:	
Tel Home/Office:	
Tel Mobile:	
Email:	
Invoicing Address (if different from above)	

Booking Details

Date of hire:	
Would you like to make multiple bookings?	Yes / No
If yes, please provide <u>all dates of hire</u> :	
Dates to exclude: (bank holidays etc)	
Access time:	
Departure time: (Including clearing up)	
Number of people attending: (Max 50):	
Number of chairs required:	

Number of tables required:	
Nature of Function: (Meeting, Yoga class etc)	

Please select your payment method

	Tick appropriate box below
Card (Option available for all hirers but mandatory for hiring the hall on a one off basis)	
Invoice (Option only available for regular hirers, such as weekly bookings, and organisations)	

To pay via card, please call 01483 301590

Cancellations:

- No charge if cancelled 1 month or more before a booking
- 50% of booking charge is due if cancellation is between 4 and 1 weeks before a booking
- 100% of booking charge is due if cancellation is 1 week or less before a booking

Further Information:

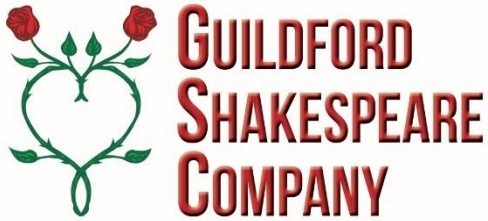
If you have any urgent issues onsite, please contact: 07957 440866

Proof of public liability insurance, risk assessments and teaching qualifications may be requested prior to your booking.

By completing and returning this form you are agreeing to the terms and conditions of hire (enclosed)

I have read and agree to the Terms and Conditions.

Signed	Date



TERMS & CONDITIONS OF HIRE

Agreements with Guildford Shakespeare Company Trust (“GSC”) for the hire of GreenArk or any part thereof (“the Premises”) are subject to these Terms and Conditions of Hire (“the Hire Conditions”).

Undertaking of the Hirer

The Hirer undertakes to acquaint themselves with the Hire Conditions in force at the time of hire.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Being familiar with, and complying with, the guidelines provided for the use of the GreenArk.
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the Premises (including hall, foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured.
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals, except assist dogs are brought into the building, without written permission.
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that the key code and the keys are not passed on to third parties, and that the key is returned to the key safe and secured at the end of the hire period.

Cancellation

1. No charge if cancelled 4 weeks or more before a booking
2. 50% of booking charge is due if cancellation is between 4 and 1 weeks before a booking
3. 100% of booking charge is due if cancellation is 1 week or less before a booking

Payment terms

1. For a single booking, payment is due before the event.
2. For a series of bookings, payment is by invoice payable within 30 days of the last booking.
3. For regular (i.e. weekly/monthly) bookings, payment is by invoice up to one month in arrears.

Fire Regulations

The Hirer shall:

- Ensure that the “Emergency Exit” signs are kept visible and not blocked by equipment.

- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to GSC.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the hall are kept clear at all times. If any equipment is positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency
- Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies etc

The Evacuation Meeting Place is in the GBC car park, behind the GreenArk building. Assembly point by the pay machine

No person may re-enter the Hall without the permission of the Fire Brigade.

Use of Premises

The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises
- allow the drinking or selling of alcohol on the Premises
- allow smoking in the Premises or in the vicinity of the entrances.

Compliance with legislation relating to children or vulnerable adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

Indemnity

The Hirer shall indemnify and keep indemnified GSC and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer

As directed by GSC, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

Insurance

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability insurance

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to GSC as soon as possible. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to GreenArk, or brought in by the Hirer must also be reported as soon as possible.

Stored equipment

GreenArk may provide storage space for regular users, where and if feasible. GSC accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. GSC may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit.

Decoration/Alterations

No drawing pins, adhesive tape or similar may be used – except for designated notice boards.

No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of GSC

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of GSC remain in the Premises at the end of the hiring and become the property of GSC or be removed by the Hirer. The Hirer must make good to the satisfaction of GSC any damage caused to the Premises by such removal.

Broadcasting and Filming

The Hirer is not to grant broadcasting or filming rights without the prior consent of GSC. Cameras may be brought into and used inside GreenArk for private (but not commercial) purposes.

Interruption of Regular Bookings

If a Hirer is a regular weekly user, GSC reserves the right to cancel all, or part of, certain bookings in favour of in-house production needs. At least four weeks' notice shall be given of such cancellation.

Cancellation by GSC

GSC reserves the right to cancel a hiring by written notice to the Hirer in the event of a national emergency, or similar *force majeure* situation that requires the Premises to be closed, or if GSC reasonably consider that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer
- the Conditions of Hire have been breached.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but GSC shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Car Parking

Cars should be parked in the GBC car park behind Greenark. 4 hours free parking is available between 6am & 6pm. The front of the building is private parking for GSC staff only, but may be used for loading and unloading. GSC accepts no responsibility for cars parked on the premises or in the GBC car park.

The Hall

The space is hired as is. We cannot give any guarantee that the space and facilities are fit or suitable for your purposes.

Greenark is the main rehearsal space for GSC, a working professional theatre company. As such, it is used for our main in house rehearsals throughout the year, as well as our educational and outreach clubs. There may be staging and/or props at Greenark. These will be cleared and stored safely, but may still be in the hall itself. These should not encroach on the space available for use. GSC takes no responsibility for any injury to people or property from interfering with equipment left by GSC.

Complaints

Any complaint must be made to admin@guildford-shakespeare-company.co.uk

Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

Addendum regarding Covid-19

It is the responsibility of the hirer to be aware of and ensure that the current Government Guidance and Rules in regard to Covid-19 are followed whilst on site.

Additional information will be provided by GSC, but is not a substitute for the guidance issued by the government.