

GUISELEY (AOS) THEATRE
www.guiseleytheatre.org
Terms and Conditions for Hiring

These terms and conditions should be read in conjunction with our booklet "Important Information for users" which can be downloaded from our web site.

We reserve the right to amend these terms and conditions at any time. Existing users will be notified and any amendment will have immediate effect

REQUESTS

Booking requests may be submitted on line and full details of your requirements should be given in the on line form or by submitting a booking form
Booking requests submitted in any other way should be accompanied by a booking form.

DEPOSIT

A deposit will usually be required to secure your booking.

PAYMENT

We usually invoice monthly and payment is required within 7 days. For new hirers we may require advance payment in full.

CANCELLATION

If you wish to cancel a booking we require a minimum of 14 days notice. We reserve the right to charge the full hire for cancellations made within 14 days of the event or where you do not take up your booking and the required period of notice has not been given.

Once a booking has been confirmed by us we would not normally cancel the booking. However we reserve the right to cancel the booking for any reason and whilst we would normally give you a minimum of three months notice this may not always be possible. Reasons for us to cancel may include maintenance and repair, commercial considerations or health and safety. These are not exclusive and there may be other circumstances where we need to cancel the booking.

TIMES

Guiseley Theatre is available for hire from 08:00 until 23:45 when all entertainment will cease. The building must be cleared by midnight.

PRICES

The prices on our web site are valid for the current calendar year. Prices are normally reviewed annually on 1st January but we reserve the right to increase our charges at any time. Once a price has been agreed with you this will be held until the date of your function or for periodic bookings until 31st December that year.

LOSS OF PROPERTY / PERSONAL LIABILITY

The Theatre Board cannot be held responsible for damage or loss of property by persons attending an event or function. Persons attending an event do so entirely at their own risk and Guiseley (AOS) theatre or its representatives cannot accept liability for death or personal injury.

DAMAGE

We reserve the right to charge full replacement or repair costs of all damages

EMERGENCY PROCEDURES

All users should nominate a responsible person whose name should be advised to the Theatre at the time of booking. Fire escapes should be kept clear at all times. The organisers of any performance type event should familiarise with the theatre evacuation plan and employ a minimum of four stewards who should be on duty at the exit doors to oversee any evacuation.

ALCOHOL

Only alcohol provided by ourselves should be consumed on the premises. If you wish us to provide a bar this should be advised at the time of booking.

SWEETS AND CONFECTIONARY

It is not permitted to sell sweets, confectionery or other similar items on the premises when being hired for theatrical type performances. If you wish us to provide a sweet shop this should be requested at the time of booking.

INSURANCE

Exhibitors, performers, entertainers must have public liability insurance to the value of £2000000. A copy of the cover note together with a copy of the safety policy and electrical portable appliance testing records must be forwarded to the Theatre one month prior to the function. Please provide the name and address of any contractors to be used as soon as your booking is confirmed. All electrical equipment being brought on to the premises must comply with the latest Portable Appliance testing regulations.

COPYRIGHT

All users must comply with Performing Rights Society and Phonographic Performance Licensing requirements and we should be provided with a copy of the appropriate license(s) prior to the performance taking place.

NOISE

Noise levels should be kept to a reasonable level as the property is situated within a residential area. No doors or windows are to be opened during a performance.

PHOTOGRAPHY

Photography is allowed in the Theatre, except during a stage performance.

BALCONY

No child under the age of 16 is allowed to sit on the front row seats unless accompanied by an adult.