

## T&Cs

By accepting your booking you are agreeing to the following procedures and conditions for the hiring of The Dovehouse Theatre.

### 1. Introduction

Permission to 'SoundlightingUK Ltd' to hire 'The Dovehouse' on your behalf is granted by the Head Teacher and Governors of 'Langley School', subject to the following provisions:-

- The use of the Dovehouse will not conflict with the educational functions of the school nor create any disturbance or inconvenience to the neighbourhood or interfere with any existing hiring.
- School premises are not to be used during the last four days of the August school holiday except for approved educational purposes or as required by statute.

### 2. Prevention of Damage

The hirer shall be responsible for making good any damage done to the school premises, furniture and equipment.

### 3. Withdrawal of Facilities

Any breach of these conditions will result in the immediate withdrawal of the facilities granted.

SoundlightingUK Ltd. have the right to withdraw the agreed booking of the facilities at any time without penalty.

### 4. Application Procedure and Conditions of Bookings.

Any application to use the Dovehouse Theatre and adjoining rooms via SoundlightingUK must be on the booking application supplied.

Confirmation of booking

The hire of the Dovehouse theatre will not be regarded as 'booked' until the deposit is paid and dates confirmed by SoundlightingUK with Langley school's letting department. Any application may be refused without reason. No public announcement of an event may be made until the booking has been formally confirmed.

## **5. Payment of Charges**

SoundlightingUK will issue the hirer with an invoice for a non-refundable deposit which must be paid prior to the letting. Failure to pay may result in withdrawal of the booking.

SoundlightingUK will issue the hirer with an invoice after the letting for the remainder of the letting fee. Payment should be made within 30 days unless prior arrangements have been agreed, any payment not made within 90 days will be subject to 'statutory interest' - this is 8% plus the Bank of England base rate per day from day 30.

Cancellation fees. SoundlightingUK must be notified of any cancellation, at least seven clear working days before the date booked. Any booking cancelled within 7 days of the event will be charged at full rate.

Over running your booking times may result in additional charges. Hourly rates can be found in the booking information.

## **6. Caretaking**

SoundlightingUK and school caretaking staff are forbidden to allow the use of any other part of the school other than those specified on the Booking Application form. No payment shall be made direct to theatre or school caretaking staff.

## **7. Conditions for use of the Dovehouse Theatre.**

The following conditions for the use of the Dovehouse Theatre shall apply. –

When hiring The Dovehouse Theatre the only areas accessible are the Theatre Auditorium, Stage, Backstage corridors, workshop/dressing room, backstage toilets, foyer, sports corridor, public toilets and car parking areas.

The use of any other space must be arranged prior to the event with Langley school's letting department. Access to additional areas will not be granted on the day without prior permission.

With the exception of the Theatre bar, no intoxications shall be sold, supplied or consumed on the premises.

Smoking is not permitted anywhere on the premises.

No floor cleaning products will be used. A vacuum cleaner, bin bags, mop and bucket are available for use.

Any backstage space used must be left in a satisfactory order, The use of glitter products should be kept to an absolute minimum. Vacuum cleaners, brooms and mops are available.

Any excessive cleaning carried out by SoundlightingUK or Langley School will be charged to the hirer.

The hirer shall reimburse SoundlightingUK, Langley School or such person as SoundlightingUK shall direct in respect of any damage to property sustained during the booking.

The hirer alongside the theatre staff shall be responsible for the prevention of overcrowding such as to endanger public safety, for keeping clear all gangways, passages and exits.

All electrical equipment brought on site by the hirer must be in safe working order, PAT tested and insured.

The Hirer shall be responsible for reporting their income to the Inland Revenue and paying any tax on earnings.

Copyrights are not infringed.

No performance should be performed or shown to a public audience which is any way directly offensive.

The provisions of the children and persons acts with regards to performances by children have been, or will be, obtained.

The Dovehouse Theatre holds a Premises licence and PRS music licence for background music. Any other licences necessary must be obtained by the hirer.

The parking of any vehicle on the school premises is permitted only on condition that the persons in charge of the vehicle do so at their own risk, and that they accept responsibility for any injury or damage caused to property or to any other persons. There will be no parking on grass or cultivated areas.

With the exception of guide dogs, no animals shall be brought on to the premises unless prior permission has been given.

## **8. Insurance**

The hirer shall indemnify themselves, SoundlightingUK and Langley school for any loss, damage or expense arising from the booking.

The hirer will have in force liability insurance which provides indemnity to any persons using, working at or visiting the premises. When signing your booking application, you will be agreeing to have this cover in place at the time of your booking and must produce such evidence of cover if requested.

## **9. Safeguarding**

SoundlightingUK and Langley school is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. Our hirers are expected to share this commitment and to obtain enhanced DBS clearances and barred list check where this is deemed appropriate. The Personnel Governors at Langley School, for which The Dovehouse Theatre is part of, have adopted the local authority Safeguarding Policy. Any group including/involving children, will be required by Langley School to complete and return a copy of our Safeguarding policy checklist. Failure in returning the completed form could result in cancellation of your letting. You will only have to fill it out once and it will be kept on record for any future booking. A copy of the safeguarding checklist can be found in the POLICIES AND LICENCES section of the Dovehouse Theatre's website.

The Dovehouse Theatre c/o SoundlightingUK Ltd. Registered in England and Wales.  
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