



The Albert Hall

Llandrindod Wells

booking@thealberthall.co.uk
<http://thealberthall.co.uk/booking>

Conditions of hiring

The following terms and conditions, must be met at all times during your hire, as well as existing Statutory and Common Law Rights and Remedies.

Session Times:

- The hall is available for hire between 7am and 12am (midnight).
- The building must not be used at any time before 12pm (noon), on Sundays, to avoid any interference with adjoining church, and church schoolroom.
- All times should be checked with the Booking Secretary, prior to making a booking.

Restoration levy on ticket sales:

All hirers charging an entrance fee to events, will be required to pay a Restoration Levy of 50p, per ticket sold, per performance. This levy, along with total box office receipts, ticket sales, and number of attendees, shall be submitted to the Booking Secretary, no later than 1 month, following the termination of the booking

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Deposit:

A deposit of 50% of the hiring fee to be paid, within 7 days of receiving a booking confirmation. This can be paid via cheque, BACS, or in some circumstances, cash.

In the event of cancellation, unless the cancellation is received, and confirmed, at least 7 days before the commencement of hire, no refund of the deposit will be made.

Event changes and cancellations:

The Albert Hall Management Committee reserve the right to cancel or modify any booking, at a minimum of 24 hours' notice. A full explanation will be given, via email. The deposit will be refunded in these circumstances.

Charges:

- In the event of "Props", Equipment, or other property in the control of the Hirer remaining on the premises for more than 48 hours after the expiry of the agreed hiring period, the Committee shall have the right to extend that hire period until such property is finally removed.
- Any waste that is left on the premises, may incur an additional removal charge.
- The Hirer shall pay on demand all charges properly authorised by the Committee and in force at the commencement of the hiring period.
- The Committee may, at its discretion, require payment of charges to be made in advance of the hiring period.

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Insurance:

The Hirer shall effect third party insurance that covers against accidents and accidental damage. The Albert Hall Management Committee shall be paid in full, should any necessary costs of replacing, renewing or repairing furniture, fittings, equipment or decorations damaged during the period of hire. Public liability insurance cover must be to the value of £2m and proof of this to be shown.

Performance rights and music licensing:

The Hirer shall be responsible for obtaining the required rights, or licenses for any materials used. Evidence of this, must be given to The Albert Hall Management Committee, for future reference.

As a performance venue, The Albert Hall Management Committee is responsible for collecting the required fees for the performance of music. Therefore, there may be an additional charge, for any booking featuring live, pre-recorded, walk on/off, or background music.

Damage:

If any items of equipment, or structure, are damaged in any way, you must immediately report it to one of the following contacts:

Chairman – Jon Williams: 07836268700

Vice Chairman – Phil Hill: 07882114497

Booking Secretary – Ben Williams: 07974026548

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Equipment and furniture:

- If any items of equipment or furniture are moved during a hire, please ensure that they are returned to their original position, at the end of the hire.
- All electrical equipment brought in to the premises should be PAT tested, and must be safe to use. The Albert Hall cannot take responsibility for injury, or damage caused by unsafe electrical equipment, brought in to the premises.
- No pyrotechnics, or naked flames are to be used anywhere in the theatre.

Premises:

Access:

- The Hirer shall be responsible for ascertaining, and following the arrangements for opening and closing the Hall during the Hiring period and for controlling the heating and lighting.
- Entry is available for Disabled Persons through the side door. Please enquire in the foyer when attending events and see e) in the section headed 'Fire Instructions and Emergencies' Routine'.

Care of:

The Hirer shall be responsible for ensuring that:

- a) Sufficient numbers of suitable stewards are available during performances as detailed in c) & d) under the heading 'Fire Instructions and Emergencies' Routine'.
- b) All persons in any part of the hall are kept safe at all times during the period of their hire. Any person/persons behaving in an inappropriate or threatening manner should be asked to leave.

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- c) That crockery is returned to the kitchen soon after use, is properly washed and is returned to the cupboards provided.
- d) Pianos should not be moved without the permission of the committee. Should you wish to move a Piano, please speak to the booking secretary.
- e) No performance is carried-on other than inside the premises and that during performances all outside doors are CLOSED, but retained openable by anyone.
- f) Alcohol is not to be sold on the premises – other than by the licensed bar during opening hours. No alcohol to be consumed unless purchased from the theatre bar. No person under the age of 18 is to consume alcohol. Stewards should take reasonable steps to enforce these rules. The Albert Hall Management Committee are the only licensed sellers of Alcohol, on the premises.

Vacation:

The Hirer shall be responsible for ensuring that:

- a) ALL light switches, power switches, and heating systems are turned off, and that all doors to the building are properly closed, and locked.
- b) ALL props, equipment and other property within the control of the Hirer are removed, within 48 hours of the end of the hire. Should they not be removed within this time, the Albert Hall will dispose of them, and you will be charged, should any cost be incurred.

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Fire instructions and Emergencies' routine

The Hiring Group must ensure that the Fire Instructions and the Emergencies' Routine are fully observed, and properly carried out and shall ensure in relation to each public Performance:

- a) That one of their group is appointed to Manage and Lead in this respect. This person must be over 18 years of age.
- b) That all stewards are properly instructed on the action to be taken in the event of an emergency and that they are aware of the location of all emergency exits and firefighting equipment.
- c) That at all times when audiences are in the auditorium there shall be, a minimum of 6 stewards when the balcony is closed, or a minimum of 8 stewards when the whole auditorium is open. (We recommend 2 stewards on each auditorium door, in addition to the 2 in the foyer, bringing the total to 10.)
- d) That at all times, at least one, ideally two stewards are to remain in the foyer, when audiences are in the auditorium.
- e) A Fire Marshall should also be appointed for the Stage and another for the Lesser Hall, when in use.
- f) That all Open Areas, Aisles, Stairways and Routes to Exits are always kept clear and that audience limitation is always complied with.
- g) That disabled persons must be located close to the audience Exit to the side passage, with one person to assist each disabled person.

In the event of a fire occurring:

- a) The Manager or Leader (see a in Fire Instructions and Emergency Routines) must be informed immediately.
- b) The Manager/Leader must give instructions to contact the Fire Brigade immediately.

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- c) The Manager/Leader will give the Emergency Signal (“RED RUM”) immediately to all Duty and Attendant Members of the Hiring Group and they will move quietly and quickly to their prearranged posts and duties.
- d) If the Manager/Leader decides to evacuate the premises of people he/she will have the front-of-stage curtains closed and all house lights raised and all exits opened. He/she will address the public present and inform them that there is an emergency and encourage them to leave the premises quickly and quietly via the nearest exit.

Important notes:

The primary duty of the Members of Hiring Group in the event of an Emergency is to ensure the safe evacuation of the audience and (during instruction) particular emphasis should be placed on the avoidance of panic. Every Duty Member should have specific duties allotted to them before every time the public are admitted, so that they are fully aware of what action they must take in the event of an emergency. If they are relieved of their duty, even for a short period, they should carefully hand over to their relief all the duties for which they are responsible.

For Fire Duties to be of real value drills should be conducted without the audience present and as if a public performance was in progress, with Duty Members doing their normal duties. At given signal, “the Emergency Signal”, the drill procedure should be put into operation.

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Evacuation Procedure

See c) and d) under the heading 'In the Event of a Fire Occurring':

- The Manager/Leader should announce the Emergency from the stage and encourage the audience to leave quickly and quietly via the nearest exit.
- The Duty Members should open the remote exit doors and quickly return to their post. Duty Members should attract the audience by talking in a loud, calm voice (from their post close to the nearest exit) "this way out please". The Manager/Leader should take up a position from which he/she can see the audience as they are leaving the premises.
- When the evacuation is complete the Duty Members should immediately report to the Manager/Leader.
- The Manager/Leader will decide whether or not to tackle any fire on the premises during a performance AND all Duty Members of the Hiring Group should periodically receive instruction in the use of fire appliances in the premises.

Emergency mobile phone:

The Hirer of the Hall must ensure that they have a mobile phone available when using the Hall. This is to be used in the event of an emergency. All stewards must be informed of to whom they should go to use the phone, if the need arises (i.e. an emergency).

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Agreement:

By signing below, you agree to all of the terms and conditions, and understand that you are liable for any additional charges incurred.

Signed: _____ Printed: _____

Date: ___/___/_____