

SEWELL BARN THEATRE SOCIETY – POLICY PAPER 10

External hire conditions and booking arrangements

The Sewell Barn Theatre is available for external hire. This document provides the conditions of hire for all events (Section A), with additional requirements for public performances (Section B) and for social events (Section C). To make a booking, an initial enquiry regarding the availability of the Theatre should be addressed to bookings@sewellbarn.org. Completion of a Booking Form and payment of a deposit is required for all events that are not part of the Sewell Barn Theatre Society's advertised productions and events, or otherwise specifically approved by the Management Committee. Without this procedure, no booking exists.

A. Conditions of external hire – all events

- 1) The Sewell Barn Theatre (hereafter the Theatre) is managed by the Sewell Barn Management Committee on behalf of the Trustees of the Theatre, who hold the Theatre on a lease from Norfolk County Council.
- 2) The Management Committee, the Trustees and the County Council shall not be liable for any injury or death or damage to and loss of property which may be sustained by the hirer's or others' entry on the property in the exercise of the hiring except such as may occur by reason of the neglect of the Management Committee, the Trustees or the County Council or their servants, agents or members acting within the scope of their authority.
- 3) The hirer shall be solely responsible for the insurance against risks of Third Party Liability, Fire and Theft of all equipment or other items brought into the Theatre for the relevant event.
- 4) The Sewell Barn Theatre reserves the right to refuse or cancel a hire at any point. In the unlikely event of this, any hire charges already paid will be returned in full.
- 5) It is the responsibility of the hirer to ensure the premises are used in a responsible manner and any breakages or damage must be reported immediately to the Bookings Manager or their representative and a charge may be made.
- 6) The hirer shall appoint two competent adults to act as attendants throughout the period of hire. Their names should be made available to the Bookings Manager.
- 7) The Theatre's *Fire Safety Policy and Procedures* must be adhered to, including completion of a pre-event checklist; it is the responsibility of the two attendants to carry this out. The policy can be found at www.sewellbarn.org/policies.html. It is particularly important that no smoking is permitted on the premises; no emergency exits are blocked nor obstructions placed in corridors; and that fire safety appliances are not removed nor tampered with.
- 8) The hirer is also responsible for reading and confirming compliance with the Theatre's *Health & Safety Policy* at www.sewellbarn.org/policies.html and any additional restrictions that may arise (hirer to be notified at time of booking, if applicable).
- 9) The Theatre must be kept in a clean and tidy state throughout the period of hire. It is the responsibility of the hirer to ensure the Theatre is left in the state in which it is found; this includes the removal of all rubbish from the premises. NB: rubbish must not be left in the bins or outside in the playground, but removed by hirers and disposed of appropriately. The Sewell Barn Theatre has no facility on-site for rubbish disposal.

- 10) Bar service is optional and is subject to availability of trained bar volunteers provided by the Theatre. Such arrangements must be discussed with the Bookings Manager at time of booking. If bar service is not required the bar area will remain locked. It is the responsibility of the hirer to ensure that no alcohol is consumed by minors on the premises.
- 11) If bar service is provided, alcoholic drinks may only be consumed on the premises and not on the school grounds surrounding the Theatre.
- 12) The hirer of the Theatre is not entitled to use or enter the premises at any time other than the specific hours stated in the application unless prior arrangements have been made with the Bookings Manager.
- 13) Use of stage lighting or other technical equipment requires specific agreement with the Bookings Manager. The hirer is responsible for lighting and sound programming, rigging and operation if such facilities are used; consultation must be made with the Technical Coordinator for guidance on the use of equipment under such circumstances.
- 14) No additional heating equipment shall be used in the Theatre except as approved by the Bookings Manager, by whom instructions on the use of supplementary heating (if needed) will be provided.
- 15) The hirer must remove all belongings and equipment brought into the Theatre by 11:00 pm on the last day of the agreed hire period unless agreed otherwise with the Bookings Manager. The premises and grounds must be entirely vacated by 11.30 pm.
- 16) A key holder acting on behalf of the Theatre will open up and lock down the venue at the beginning and end of each day of the hire period.
- 17) A deposit of 10% of the agreed hire charge will be required to secure the booking and the balance shall be paid two weeks prior to the first booking date. Failure to pay the deposit by the agreed date will result in the hire being terminated.
- 18) In addition a £300 refundable security deposit is required to be paid with the remainder of the balance two weeks prior to the hire, which will be returned to the hirer if these terms and conditions are met.

B. Conditions of external hire – performances

In addition to (1) – (18) above:

- 19) For performances involving set construction, the hiring organisation's Stage Manager for the event should read, understand and comply with the relevant sections of the Theatre's *Guidance Notes for Set Build, Lighting and Sound*, online at www.sewellbarn.org/policies.html
- 20) Potential use of existing scenery or any other items stored in the scene dock should be discussed with the Bookings Manager. No access is permitted at any time to the loft storage area.
- 21) The maximum number of people allowed in the building at any one time is 125. This includes an audience of up to 100 and a further total of 25 onstage, backstage and front of house.
- 22) The selling of tickets is solely the responsibility of the hirer who should ensure an appropriate door float is provided if tickets are to be sold on the door.
- 23) A hiring body or organisation may not use the Sewell Barn Theatre's logo, nor should it be anywhere implied that the outside hire's performance is connected to the Theatre's in-house season unless such arrangements have been specifically agreed with the Theatre's Artistic Director(s).

C. Conditions of external hire – social events

In addition to (1) – (18) above:

- 24) The maximum number of people allowed in the building at any one time is 125.
- 24) Use of the backstage and gallery areas of the Theatre needs to be agreed with the Bookings Manager. No access is permitted at any time to the loft storage area.

Document review

These conditions of hire will be reviewed every three years by the Policies Subcommittee and any significant amendments will be referred to the Management Committee for ratification. The document may also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

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