

# CONDITIONS AND REGULATIONS OF HIRING

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**A.** Throughout these terms and conditions the following expressions have the meaning respectively given to them:

"The Council" means the Borough Council of King's Lynn and West Norfolk.

"The Manager" means the manager for the time being of the Council's Arts Centre or any person acting on their behalf.

"The Arts Centre" means the King's Lynn Arts Centre and all rooms forming part of or adjacent to it or any part which is subject to the hiring.

"The Event" means the purpose for which the Arts Centre has been hired.

"The Hirer" means the person or organisation hiring the Arts Centre.

## **B. Applications for Hire**

1. Applications must be in writing on the printed form and be accompanied by a deposit of £100 per event. The Council reserves the right to refuse any application without giving reason.
2. The booking is not confirmed until the Hirer has been so notified in writing and received copy of this agreement signed on behalf of the Council.

## **C. Charges**

1. Charges for hiring will be in accordance with the Council's published rates or otherwise as may be agreed and the Manager will provide an estimate of charges prior to confirmation of the hiring if asked to do so.
2. The Council is entitled to demand and require payment of the balance of the hire charge at least one month before the date of the Event.
3. In the event of an Event overrunning the time of hiring the Hirer shall be liable to additional charges for each hour or part thereof and for additional services at the rates fixed for the Event.

## **D. Cancellation**

1. In the event of cancellation by the Hirer the Council may demand payments as follows:-
  - (i) Within six months before the date of the Event 25% of hire charge
  - (ii) Within thirteen weeks before the date of the Event 50% of hire charge
  - (iii) Within six weeks before the date of the Event 75% of hire charge
  - (iv) Within two weeks before the date of the Event 100% of hire charge

In this clause the hire charge means the total cost of hiring the Arts Centre and ancillary personnel and services. A hiring will not be deemed to be cancelled until the Hirer has notified the Manager in writing of their desire to cancel and the Manager shall have confirmed such cancellations.

Reasonable endeavours will be made to re-let cancelled hiring dates and proceeds of such new hirings will be set against amounts due to the Arts Centre.

## **E. Cancellation by the Council**

1. The Council reserves the right to cancel the hiring
  - (a) in the event of the Council themselves being desirous of holding an event upon any

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*Direct all enquiries to:*

*The King's Lynn Corn Exchange, Tuesday Market Place, King's Lynn, Norfolk PE30 1JW*

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occasion of national rejoicing of for some public or civic purpose or in the event of the Council, owing to some state of emergency having good reason, wishing to use the premises, either on a particular day or for a particular period, without any formal notice to the Hirer.

- (b) in the event of it appearing to the Council that the Hirer intends to use the Arts Centre for some purpose additional to or different from the purpose specified on the hiring form.

In the event of cancellation by the Council under sub clause 1(a) of this clause the Council shall return the fee in respect of such cancelled hiring but will not be responsible for any loss occasioned to the Hirer by such cancellation.

## F. General Conditions

1. The Hirer agrees to abide by the conditions of the Public Entertainment Licence or the Theatre Licence (whichever is applicable, a copy of which can be provided by the Manager) and in particular will ensure that gangways and fire exits are clear.
2. The Hirer shall admit only 349 (by licence) to each individual performance, this being the maximum permitted and agrees not to do or permit to be done any act or thing whereby any license or licenses to the premises or parts thereof could be refused, suspended, removed or in any way endangered.
3. Backstage capacity - A maximum of 80 persons shall be admitted to the backstage/ onstage areas at any one time.
4. If young children are involved in any way in the show/event, the hirer must make this fact known to venue staff and must be aware of and abide by the departmental Child Protection Policy. This document can be supplied on request.
5. The Hirer must have valid Public Liability Insurance to the appropriate level, to be determined by the Manager:
  - (a) £100,000 - use for an event that involves minimal risk, for example, amateur dramatics with the performance on stage, no scenery and limited props.
  - (b) £500,000 - use for an event that involves a degree of risk to a small number of individuals, for example, amateur dramatics with performance on stage, with scenery, props and lighting.
  - (c) £2,000,000 - use for an event that involves a degree of risk to individuals, for example, Trade Show or Craft Fair with stalls and crowds.
  - (d) £5,000,000 - use for an event that involves a degree of risk and potential risk to a number of people, for example, firework display.

Where the use of the premises is for dinner/dances/discos or such events, the Hirer is advised that any caterer, entertainer or disco provider should hold public liability cover. Where the Hirer provides their own catering they are advised that insurance cover for public liability is not available and therefore the service is provided at their own risk.

6. Where the use of the premises is for Trade Shows/Craft Fairs the Hirer agrees to indemnify the Council for loss and/or damage to the Public by any stallholder's negligence.
7. No equipment/goods may be brought into the premises prior to the Event or

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equipment/goods left at the premises after the Event, without the written permission of the Manager.

8. The Hirer agrees not to drive nails, screws or other fastenings or use sellotape, "blue tack" or any adhesives on the walls, platforms, furniture or any other part of the premises.
9. The Hirer agrees to defray the cost of making good any damage caused to the Arts Centre or any damage to or theft of or loss of goods, apparatus or appliances of the Council in connection with the hiring. The Council shall be the sole judge of the damage done and the amount thereof.
10. The Hirer is required to leave the Arts Centre in a reasonably clean condition. If the Manager is not satisfied with the condition of the Arts Centre after the Event, the Hirer may be required to pay the cost of any necessary cleaning.
11. No electrical or other fittings or appliances in the Arts Centre may be altered, removed or in any way be interfered with or additional fittings or appliances installed in connection with the Event, without the approval of the Technical Manager.
12. The Council reserves the right to refuse to connect or allow to be connected any electrical equipment brought in by the Hirer if it is considered by any Officer of the Council to be dangerous or undesirable. It is the responsibility of the Hirer to ensure that all electrical equipment brought into the Arts Centre complies with the Electricity at Work Act 1989.
13. No lasers, strobes, pyrotechnics or any other form of high intensity lighting shall be installed or used without the prior approval of the Technical Manager.
14. The Hirer shall not permit smoking in the auditorium and only on stage as part of the performance, subject to written permission from the National Trust and the Fire Officer and at the discretion of the Technical Manager. The Hirer shall not permit "hot work" on the premises such as the use of a blow lamp, brazing, soldering or the use of hot air equipment.

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# TECHNICAL SPECIFICATIONS

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The King's Lynn Arts Centre performance venue is housed within the first floor of the medieval Guildhall of St George, an end on proscenium arch stage with fixed raked seating which is not presently accessible to wheelchair users. Fully equipped with stage lighting, sound reinforcement and cinema projection. Our experienced Technical Staff will be happy to discuss the full range of equipment available. Please make the earliest possible appointment to view the venue and so clarify facilities and services available.

## Operational Support

Two Technicians will support hired events. The Technicians will supervise the period of hire in such a manner as to ensure enjoyment of the facilities within the restrictions imposed by safety considerations. Further operators/staff can be arranged to accommodate operational and/or health and safety requirements and the costs recharged.

## Stage Dimensions

Proscenium Opening	6.67m
Proscenium Height	3.36m
Depth of Stage	6.80m
Height of stage	0.91m

Orchestra Pit, partially covered, 6.80m wide 2.30m deep Pit floor to stage height 1.37m

Access via single door up one flight of stairs.

## Available In House Equipment

Please contact the Technical Manager to discuss the available equipment appropriate for your event. Further equipment may be hired and the costs recharged to the hirer.

## Backstage Accommodation

Four dressing rooms on the first floor level, three with wash basins. Two toilets.

## Contacts

Our Operations Team is happy to arrange appointments to discuss your full requirements, to answer any queries you may have, and to offer advice and assistance. The clarification of operational requirements, staffing, facilities, times and surcharges should be agreed at least one month prior to the booking date.

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# MARKETING INFORMATION

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## HOW THE KING'S LYNN ARTS CENTRE PROMOTES YOUR EVENT

The marketing section offers a package of services to assist in achieving press and publicity coverage for your event.

### **INCLUSIVE ACTIVITY**

#### **Listings**

Once your event appears in the brochure, it will be included in listing information which is regularly circulated to local, regional and national media and included on the venue website.

#### **Brochure**

Where possible your event will receive a position in the joint Arts Centre/Corn Exchange brochure. Approximately 60,000 brochures are printed – these are posted direct to our mailing list and distributed throughout the region providing an excellent promotional tool for your event.

#### **Display Space**

Provide the marketing section with flyers and posters and they will be displayed at the venue. On receipt of print flyers and one poster will be put on display. Remaining print will be used at the discretion of the marketing department. One week before your event a poster can be displayed in an exterior display cabinet situated at the front of the building.

Once your booking is confirmed a series of forms will be sent to you allowing you to take advantage of the above promotional activities and giving us the information we need to help you make your event a success.

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# HIRE CHARGES

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For all inquiries telephone (01553) 765565

Box Office: (01553) 764864

## Hirings

Access 14:00 - clearance 24:00

## Commercial

Monday - Thursday	£424.00
Friday - Sunday	£453.00
Earlier access/rehearsal (per hour)	£51.00
Base hire charge plus 10% of gross box office takings	

## Local Arts Organisations

Monday - Thursday	£351.00
Friday - Sunday	£373.00
Get in/rehearsal/excess hours (per hour)	£44.00
Base rate plus 5% of gross box office takings	

The above hire charges include box office staff and facilities, Front of House Manager and staff (two stewards), two technicians and all available in-house equipment.

## Admission Prices

Ticket prices for shows vary. Please see current brochure for details.

## Membership

### ACCEPT

Standard Membership £23  
Joint Membership £42  
Student Membership £18

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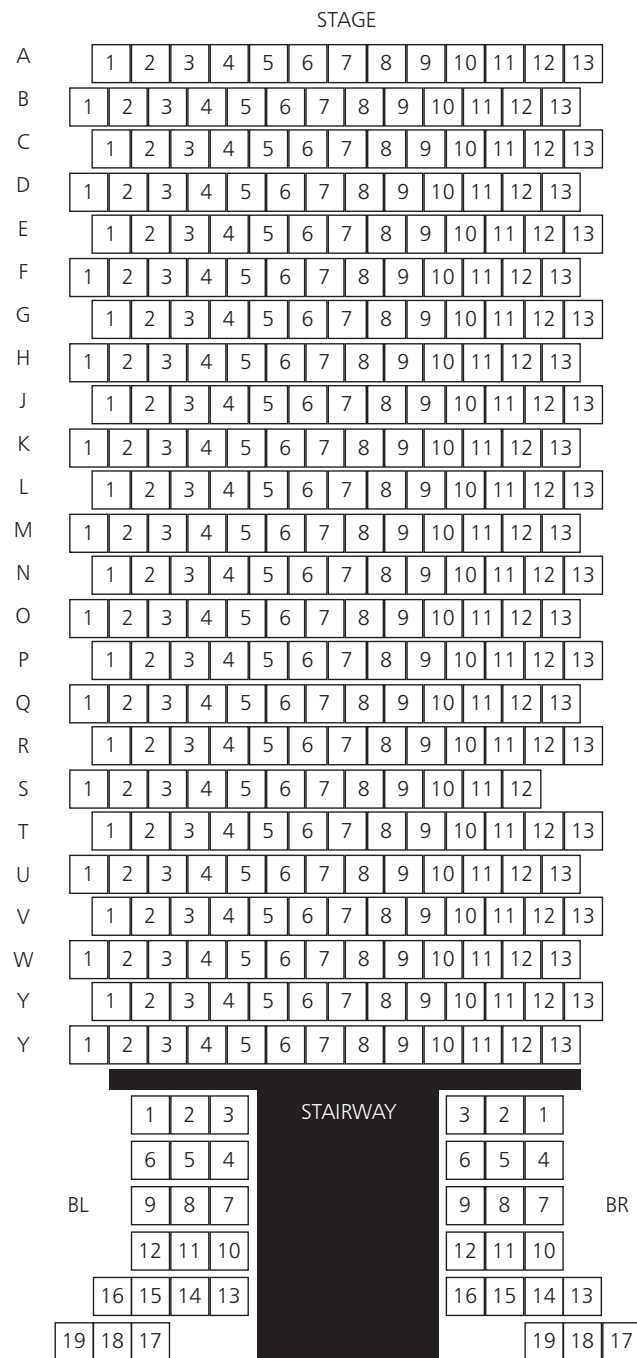
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# SEATING PLAN



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# WELCOME

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The Information in this pack is designed to give you an overview of the facilities we have to offer for your event at King's Lynn Arts Centre.

We will work with you to ensure that your event, whatever it may be, is successful and enjoyable. King's Lynn Arts Centre is a wonderful 15th Century building which would be ideal for a wide variety of events including Meetings, Concerts, Shows, Lectures, and Presentations.

This pack includes the following information:

- Conditions and Regulations of Hire
- Technical Specification
- Marketing Package
- Hire Charges
- Seating Plan

To make a booking, for further information or to arrange a tour of the venue please contact Ellen McPhillips.

C/o King's Lynn Corn Exchange, Tuesday Market Place, King's Lynn, Norfolk, PE30 1JW

Telephone: (01553) 765565

Fax: (01553) 762141

Email: [entertainment\\_admin@west-norfolk.gov.uk](mailto:entertainment_admin@west-norfolk.gov.uk)

Website: [www.kingslynnarts.co.uk](http://www.kingslynnarts.co.uk)

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