

Penrith Players Theatre
The Playhouse, 1 Auction Mart Lane, Penrith CA11 7JG

Terms and Conditions of Hire

- 1) All applications for hire of the facilities must be made in writing and forwarded to the above address FAO: The Lettings Manager .
- 2) Charges will be made in accordance with the schedule applicable at the time of hire.
- 3a) **Payment** of the hire charge shall be received within 21days following the date of the event.
- 3b) Penrith Players reserve the right to charge a deposit of up to 50% of the total hire charge, payable 14days in advance of the event.
- 4) **Cancellations -**
 - i. *By the hirer* – in the case of a cancellation of a booking within 21days of the date of the event, Penrith Players reserves the right to charge the full hire fee. However should Penrith Players be able to find a replacement booking, part or all of the fee may be cancelled or refunded.
 - ii. *By Penrith Players Theatre* – Penrith Players reserve the right at all times to cancel, close or prohibit the use of its facilities at its' discretion. All monies paid in respect of a booking cancelled in accordance with this Condition will be refunded but Penrith Players will not be liable for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from the cancellation.
- 5) **Indemnity** – The Hirer shall indemnify Penrith Players in respect of any loss or damage to any property of the Hirer or of any third party or of Penrith Players arising out of the hiring and for any loss, damage, injury or illness which may be incurred by, or happen to, or be done to any persons includes persons resorting to the Theatre during the hiring arising from any cause whatsoever including from cancellation of the hiring.
- 6) **Transferable** – The right to use the facilities or equipment is not transferable. No Hirer may sub-let or make available any area or part thereof to a third party without the prior consent of Penrith Players
- 7) **Right of Entry** – Penrith Players reserve the right to refuse admission or re-admission to the Playhouse to any persons and to require any persons to leave the Playhouse during the period of hire.
- 8) **Control** – Penrith Players reserves to Penrith Players and to Police Officers on duty at all times, a right of entry to every part of the Playhouse in order to exercise the function of control and management of the Playhouse.

- 9) **Structural Damage** – The Hirer shall not carry out any alterations to the building, nor shall they fix or make fixing for any apparatus, equipment or decoration without prior permission from Penrith Players.
- 10) **Vacation of Premises** – Hirers are requested to ensure the Playhouse is vacated by the time agreed with Penrith Players.
- 11) **Bar** – All our Bar staff are volunteers. The Penrith Players must adhere to the licensing regulations. Please do not ask Bar staff to keep the bar open any longer than the statutory hours allowed for the time of hire.
- 12) **Parking** – The Hirer shall ensure so far as is reasonably practical that no car or other vehicle is allowed to be parked in any unauthorised position.
- 13) **Personal Property** – Penrith Players does not accept any responsibility for any personal property whilst in the Playhouse.
- 14) **General Cleaning** – Please ensure that the areas of the Penrith Playhouse used during the period of hire are left clean and tidy. All washing up must be done and chairs and tables put back to their original place, within the bar area. Ensure all lights and electrical equipment are switched off.
- 15) The Hirer may not operate the Sound and Lighting equipment installed at Penrith Playhouse without the express permission of Penrith Players.
- 16) **Children** – Children attending any private function within the Penrith Playhouse must be supervised at all times by a responsible adult. If the bar area has been hired for a function, no persons should access the Auditorium, except for the use of fire escapes.
- 17) **In Case of Fire** – Please familiarise yourself, and persons within your party, with the various fire escapes and in the case of fire please leave the building by the nearest escape and call the Emergency Services.