

TERMS & CONDITIONS OF HIRE



1. Applications

1.0 All applications for hire of the spaces at The Prince's Drawing School must be made on the prescribed form and sent to the Chief Executive of The Prince's Drawing School.

2. Charges

2.0 A 10% non-refundable deposit is required at the time of booking, and the outstanding balance will be invoiced following the period of hire.

2.1 If the premises are not vacated by the end of the hiring period a penalty charge will be levied for each hour or part of an hour after the end of the hiring period.

3. Cancellation

3.0 Notification of cancellation must be given in writing The Prince's Drawing School may cancel or terminate any hiring if there is any omission or mis-statement on the application form or if the premises are used for any purposes which have not been approved.

3.1 The Prince's Drawing School reserves the right to cancel the hiring at short notice *if* the premises are required for use for its own activities.

4. Refunds.

4.0 If the Prince's Drawing School has to cancel the hiring at any stage then we will return any amount paid plus the 10% deposit.

5. Sub-letting

5.0 The Hirer shall not sub-let the whole or any part of the hired premises. Any breach of this condition shall result in immediate cancellation or termination of the hiring and neither the Hirer nor the sub-hirer shall be permitted to enter the premises.

6. Supervision

6.0 There shall be present throughout each period of hiring a person, being the Hirer, or the nominated representative of the Hirer, who shall be responsible for ensuring effective control and supervision of the premises and all persons on the premises.

6.1 The event must end at the time agreed on the Client Booking Agreement. The nominated person is responsible for ensuring that all guests have left the premises by this time.

6.2 The name address and status of any nominated representative shall be communicated to the Prince's Drawing School as part of the hiring contract. A list of all attendees must be submitted to the Drawing School at least two working days before the event.

6.3 It is regretted that no office facilities, including telephones and photocopiers are available for use by the Hirer.

7. Rights of Entry

7.0 The Prince's Drawing School reserves the right of entry at all times. The Prince's Drawing School may use absolute and unfettered discretion to refuse any person a right of admission to the premises.

8. Damage to Prince's Drawing School Property

8.0 The Hirer shall pay to The Prince's Drawing School on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to The Prince's Drawing School in or upon the premises which shall be damaged, destroyed or removed during the period of hiring.

9. Insurance

9.0 The Hirer must ensure that they have appropriate public liability insurance in place. The details of which must be checked and agreed by the Prince's Drawing School at least ten working days before the hire period / event.

10. Capacity

10.0 Hirers must ensure that the numbers of guests does not exceed the stated capacity limits, due to Fire safety restrictions.

10.1 Organising personnel are to be included in the number of guests allowed in each space.

11. Communications

11.0 Any printed, or on-line material relating to an event at the Prince's Drawing School must be approved by the Drawing School. Under no condition can the Hirer use the Drawing School's logo, e-mail address or telephone number.

11.1 The Drawing School cannot take responsibility for communications to or from the building on behalf of the hirer.

12. Exhibitions on the Ground Floor

12.0 Hirers of the gallery for reception events must follow the rules and regulations for hire of the gallery.

13. First Aid

13.0 During office hours (09.00-17.30) there are qualified First-Aiders on the premises. Outside office hours it is the responsibility of the Hirer to provide first aid cover.

14. Evacuation

14.0 In the event of an evacuation do not use the lift. There are two main fire exits – which are the main staircases located at each side of the building.

14.1 The assembly point is at the rear of the premises in Rivington Street opposite Rivington News. It is the Hirer's responsibility to familiarise their guests with these instructions, and to assist in the swift evacuation of their guests and staff.

15. Smoking

15.0 Smoking is strictly prohibited in any part of the building.

16. Music and Dancing / Cash bars

16.0 The Drawing School does not own an entertainments license.

16.1 All Hirers must apply for their own entertainments license for activities such as live musicians, dancing.

16.2 No cash bar will be allowed within the curtilage of the building.

17. Invitations and Printed Material, Images, Photographs

17.0 A copy of any invitations inviting people to The Prince's Drawing School must be sent to us 14 days before the event.

18. Photography and Filming

Photography and filming may only take place in rooms agreed by the Prince's Drawing School.

Extension cables are the responsibility of the contractor. The location of power sockets used must be agreed in advance with the Prince's Drawing School.

18.2 All free-standing equipment should have rubber-tipped feet.

19. Lighting & all other Electrical Equipment

Your power requirements must be discussed and cleared with the Prince's Drawing School at least 10 working days before each event. Relevant PAT certificates must be supplied for all electrical equipment brought into The Prince's Drawing School.

Radios and other music are not permitted except for sound testing, which must be carried out by agreement with the Prince's Drawing School. The timing and duration of this testing must be considerate of the other users of the building.

No lighting apparatus, decorations, drapery or furniture, no costumes, stage sets or theatrical properties shall be brought into the premises without the agreement of The Prince's Drawing School.

Where the Prince's Drawing School has equipment plugged into sockets, it must not be removed, even momentarily.

Electric cables must be kept to the edge of the rooms and covered with cable protector – please discuss with the Prince's Drawing School, as some floors will mark if tape is used.

20. Walls

20.0 Any damage to the walls in must be reported to the Prince's Drawing School immediately after the event.

21. Catering and use of Kitchen

21.0 The Prince's Drawing School does not have any in house caterers. However we can recommend caterers that we have used in past events.

21.1 Caterers must meet with a representative of The Drawing School at least two working weeks before the date of the event. We strongly recommend that Hirers discuss which equipment they will need to use, and which equipment they will need to bring in for their event with the us 10 working days beforehand.

21.2 Druggets must be used in all areas of the house where food preparation, cooking, or clearing takes place and these must cover every inch of the floor. Druggets must also be used behind and under the bar areas.

22. Kitchen Facilities

The ground floor kitchen, at the left hand side of the Gallery, is fitted with professional standard stainless steel work surfaces.

Contents:

- Electrolux freezer 400L, single door with gross volume of 400 litres (14 cu. ft.). Dimensions (w x h x d) 660 x 650 x 2040
- Electrolux Refrigerator 400L, single door with gross volume of 400 litres (14 c. ft.). Dimensions (w x h x d) 600 x 650 x 2040
- Electrolux Gas 600 Multigrill, mounted on enamel wall brackets. Dimensions (w x h x d) 600 x 392 x 360
- Plain Top Mobile Hot cupboard, with base and centre shelf. Dimensions (w x h x d) 1000 x 700 x 850.
- Gas Griddle 700 Line. Dimensions (w x h x d) 350 x 700 x 275
- Gas Range 700 Line 6 Burner, 6-oven burner. Dimensions (w x h x d) 900 x 700 x 850
- Electrolux 1700W Microwave Oven, mounted on shelf. Dimensions (w x h x d) 510 x 470 x 335
- Stainless Steel Wall/Bench/Sink unit 610 x 457 x 305 deep.
- Electrolux Washtech 30 Dishwasher accommodates 500mm x 500 mm square racks.

23. Room set up

- 23.0. Before moving furniture items / equipment belonging to the Prince's Drawing School, please check with a representative of the Prince's Drawing School.
- 23.1 Clearing the site after the event
- 23.2 All areas used by hirers must be left clean and tidy. All food, rubbish and bottles must be removed within an agreed time following each event. After this agreed time, the Hirer will be charged £50 per half hour on all leftover rubbish / equipment.

24. Subcontracted Staff

- 24.0 It is the Hirer's responsibility to ensure that subcontractors are aware of and abide by the restrictions set out in this document. Any damage must be reported to the Facilities Manager. In addition it is the Hirer's responsibility to ensure that subcontractors are aware of and abide by the restrictions set out in this document.
- 24.1. Subcontractors on site may not consume food and drink
- 24.2 Subcontractors must remain fully clothed at all times, even in hot weather

25. Flower Arrangements

- 25.0 Sizes and location of all flower arrangements must be agreed with the Prince's Drawing School at least 14 days in advance
- 25.1 Ladders and other equipment must not be leant against any wall surface.
- 25.2 Soft fruit and other berries must not be used, except in table arrangements set on cloths. Also Lilies and other 'high pollen' flowers must have their stamens removed off site.
- 25.3 All arrangements should be removed immediately after the event, unless prior arrangement has been made with the Duty Manger at least 14 days in advance.

25.4 Druggets must be used in all areas where flowers are being arranged, and the site must be swept and left tidy before an event and when the decorations are removed following the event.

26. Deliveries

26.0 A schedule, detailing size of vehicles, arrival times and registrations, is required at least 14 days in advance, and must be sent directly to the Facilities Manager.

26.1 All access to the building is through reception on Charlotte Road.

26.2 Your vehicles must be unloaded as quickly as possible and removed from site.

26.3 All delivered equipment must take the lift or be carried up the stairs and across the floors, not rolled or dragged.

26.4 Suppliers will be responsible for all equipment delivered to the Prince's Drawing School by their subcontractors, or on their behalf.

27. Building Security and Public Liability Insurance.

27.0 The Prince's Drawing School accepts no liability for the loss of, or damage to personal belongings.

27.1 The Hirer must ensure that they have appropriate public liability insurance in place. The details of which must be checked and approved by The Prince's Drawing School at least ten working days before the hire period / event.

28. Parking

28.0 There is no parking available at The Prince's Drawing School or in Charlotte Road

28.1 NCP car park 2 minute's walk from the building in Rivington Street.

28.2 A Multi Story car park is on corner of Curtain Road / Great Eastern Street - approx 4 minutes walk.

29. Taxis

29.0 Taxis can collect / drop off outside of the building in Charlotte Road. The Hirer must have a member of staff to order and supervise with Taxi bookings for its guests / staff.