



1. Overview

- 1.1. Hampton Hill Theatre is a private club theatre and does not have a public theatre licence.
- 1.2. The Hirer should conduct itself accordingly.

2. THE HIRER SHALL: -

- 2.1. Have Public Liability Insurance
- 2.2. Be responsible for any breakage or damage to the fabric of the building or to the equipment or furniture of Hampton Hill Theatre or loss of the equipment or furniture of Hampton Hill Theatre caused by the Hirer, its employees, servants or agents.
- 2.3. Not make any changes to the fabric of the building or to the equipment or furniture of the building without The Management's consent, and hereby undertake to make such changes at its own expense. Agree to restore the fabric, equipment, and furniture of the building to their state at the commencement of the Hire.
- 2.4. Indemnify the Management in respect of any and all claims for damages, proceedings, costs and expenses of any description arising from the hire of Hampton Hill Theatre including, but not limited to, extra cleaning as a result of the hire, failure to obtain or pay for appropriate licences from rights holders, and observance of child protection legislation.
- 2.5. Not assign or sublet the benefits of the hiring of Hampton Hill Theatre without the written consent of The Management.
- 2.6. Observe all fire and health & safety regulations applicable to any part of the building.
- 2.7. Not allow any persons to stand in the auditorium or sit other than on designated fixed seating or in a wheelchair as arranged in advance.
- 2.8. Remove all scenery and furniture brought into the building immediately after the hire is ended. Any equipment belonging to TTC Ltd. and used with the permission of the Management must be returned to its proper storage space.
- 2.9. Obtain the appropriate licence to perform and /or record in any format any work which is to be performed and is protected by the laws of copyright and pay any royalties due arising in respect of the Hirer's performances.
- 2.10. The Hirer is responsible for supplying a minimum of two people for performance nights.
 - 2.10.1. Stage Manager – Responsible for the performers and stage crew.
 - 2.10.2. Box Office Staff – To deal with all ticketing issues.
- 2.11. A Single Point of Contact (SPOC) for the hirer is required. This may be the Box Office Staff but cannot be the Stage Manager. Whomever they are, they shall remain in the building until the production ends.
- 2.12. Provide backstage personnel, competent in the use of HHT equipment, for stage management, lighting and sound (if applicable) who should be in attendance throughout each performance.



- 2.13. You must ensure that all persons using the theatre are suitably experienced or trained to deliver their roles.
- 2.14. A registered Audience Member is anyone who pre-books through your group and whose contact details you then hold and can produce on request.
- 2.15. There is no cost to take advantage of TTC publicity and advertising. The hirer shall provide the information, printed flyers, and posters in good time to TTC. We recommend getting this to us three months before your show dates.
- 2.16. All publicity material must be submitted prior to printing for approval.
- 2.17. Inform The Management of all details of the performance, set, stage form etc. in advance of the hire, including any use of activity that contains risk such as pyrotechnical effects, weapons, nudity or smoking etc.
- 2.18. Naked Flames are not allowed.
- 2.19. Inform The Management of the use of any copyrighted music used and provide a list of all music used to enable accurate returns to be made to the PRS and pay any PRS fees applicable.
- 2.20. The hirer is responsible for accounting to the PRS for the use of interpolated music. The theatre will assist but the liability remains with the hirer.
- 2.21. Comply with the Management's requirements concerning the security of Hampton Hill Theatre.
- 2.22. Comply with the Management's requirements concerning any children involved in a production.
- 2.23. Comply with the Management's requirements concerning Health & Safety within the building, including providing a full Risk Assessment for each production in advance.
- 2.24. Ensure that amplified sound cannot be heard outside the building and that the building is vacated by 11.30 pm except by prior agreement with The Management.
- 2.25. Not prepare food on the premises or sell alcoholic beverages.
- 2.26. Not allow any video or other recording of their event save where permission from all involved has been received in writing, or in the case of copyrighted material, appropriate licences have been obtained.
- 2.27. The Management will inform the Hirer if such an event was to take place.
- 2.28. Not allow parking in the private road and car parking spaces adjacent to the theatre.
- 2.29. At all times to behave in a fit and proper manner.

3. Teddington Theatre Club Ltd. (The Management) SHALL:

- 3.1. Provide access to the room(s) specified in the Hire Agreement and make sure they are in a clean and usable state.
- 3.2. Provide any equipment that has been specified in the Hire Agreement and undertake to ensure it is in working condition.
- 3.3. Advise the Hirer of the front-of-house requirements, technical facilities and security requirements.
- 3.4. Provide bar facilities (including volunteer staffing) on performance dates, the bar to be opened before the performance and during the interval.
- 3.5. The bar remaining open after the event is subject to agreement.



- 3.6. Bar proceeds will be retained by The Management. Bar opening after any performance is at the discretion of The Management.
- 3.7. Provide a duty Technician or a Duty Manager to be present during the hire period unless otherwise agreed.
- 3.8. Provide a Duty Manager when any performance is taking place with an audience.
- 3.9. Account to The Performing Rights Society for use of any music used, providing that The Hirer has paid the required fee and has provided such information to the Management.

4. BREACH of CONDITIONS:

- 4.1. In the event of a fundamental breach of the terms of this agreement, Teddington Theatre Club Ltd. shall be entitled to terminate the hire forthwith without prejudice to any claims against the hirer existing at the time of the breach.
- 4.2. In the event of a breach of the terms of this agreement capable of being remedied, TTC Ltd reserves the right to remedy the same at the cost of The Hirer or to require the hirer to suspend all activities on the premises until the breach is rectified.
- 4.3. In either case, 3.1 or 3.2 above, no money paid by The Hirer shall be refundable and outstanding monies shall remain due and payable.
- 4.4. In the event of a breach of the agreement by TTC Ltd. the liability to The Hirer shall be limited to the sum actually paid to TTC Ltd. by the hirer.

5. INSURANCE:

- 5.1. The Hirer must pay on demand any extra charges which the insurance underwriters of TTC Ltd. may impose in respect of any extra risk involved in the hire.
- 5.2. This may include
 - 5.2.1. Cancellation clauses
 - 5.2.2. Unforeseen additional costs from the hire

