

RIVERSIDE ARTS CENTRE

59 THAMES STREET, SUNBURY-ON THAMES, MIDDLESEX TW16 5QF
www.riversidearts.co.uk

CONDITIONS OF HIRE

Definitions. **RAC** is The Riverside Arts Centre, 57-59 Thames Street, Sunbury on Thames, Middlesex. The **Hirer** is the Organisation/Society or the individual wishing to hire **RAC**

1. APPLICATIONS FOR HIRE

- 1.1 Applications to hire the premises must be made by a named officer of a Society/Organisation or by an individual who is financially responsible for the event/meeting/rehearsal (see also 3.1 below).
- 1.2 Booking inquiries can be made via email to the **RAC** Booking Secretary or via webform. Bookings for public events should be made at least 21 days prior to the date of the proposed event.
- 1.3 Access to each new booking year's calendar will be made to RAC Affiliate Members & Spelthorne Borough Council prior to other **Hirers** - typically 6 months prior to the new booking year. Once they have an opportunity to agree their bookings, access will be offered to regular **Hirers** from the prior year before general access is offered to other **Hirers**.
- 1.4 The **Hirer** must clearly state the purpose of the hire. The premises must not be used for any other purpose than those stated. The audience/participant number must not exceed the licensed capacity of the booked space.
- 1.5 If the use of premises by the **Hirer** involves persons under the age of eighteen or at-risk adults, the **Hirer** must provide evidence of their Safeguarding Statement, Policy, and/or Working Practices & Procedures.
- 1.6 The benefits and obligations of the **Hirer** may not be transferred to any other Organisation/Society or third person.
- 1.7 The hire of the premises is subject to these Conditions of Hire in their entirety. By confirming a booking with the **RAC** Booking's Secretary, you confirm that you have read and agree to the Conditions of Hire.
- 1.8 The RAC Management Committee reserves the right to decline any application to hire the premises.
- 1.9 Use of the Raked Seating facility in the Hall space is only available to events of three or more performances unless otherwise agreed with the Hon. Technical Director. To extend the system's life, all **Hirers** requesting this facility will be requested to use dates in the week immediately following or preceding prior use of this facility. The construction/strike dates/times will be notified with the booking confirmation but are typical Tuesday 14:00-18:00 and Sunday 10:00-14:00 during the week of the event. **RAC** reserves the right to withdraw this facility with up to 48 hours notice and must provide written reasoning if withdrawn with less than 14 days notice.

2. CHARGES

Revised by: James Ford-Barnister

Revision Date: 13/05/2023

2.1 Invoices will normally be raised at the end of each Calendar month covering all bookings related to the previous month. Invoices must be paid within 30 days from the date of Invoice.

2.2 For event bookings by new users, a deposit of £250 may be invoiced. If required, no part of the **RAC**