

# Contract for the hire of The Venue

Updated August 2018

An agreement between **The Brunswick Town Charitable Trust (The Trust)** and The Hirer listed below for the use of The Venue for the purpose of an event as per the following terms.

## **The Venue - The Regency Town House**

The Regency Town House, 13 Brunswick Square, Hove, BN3 1EH

### **Main contacts for The Venue**

**Nick Tyson**, Curator

e: [nick@rth.org.uk](mailto:nick@rth.org.uk)

m: 07974096251

**Phil Blume**, Administrator

e: [phil@rth.org.uk](mailto:phil@rth.org.uk)

m: 07811178510

**Gilly Burton**, Senior Volunteer, (event delivery and housekeeping)

e: [burtonbag@talktalk.net](mailto:burtonbag@talktalk.net)

m: 07963988628

**Paul Couchman**, Senior Volunteer, (event delivery and catering)

e: [paul.g.couchman@gmail.com](mailto:paul.g.couchman@gmail.com)

m: 07717 302698

## **The Hirer and The Event**

**Event Title:** xxxxxxxx

### **The Hirer**

The Hirer name: xxxxxxxx

The Hirer address: xxxxxxxx

m:

e: xxxxxxxx

### **The Organiser, if applicable**

Organizer name:

Organizer address:

m:

e:

### **Participants, if applicable**

Participant name: xxxxxxxx

Participant address:

m:

e: xxxxxxxx

Participant name: xxxxxxxx

Participant address:

m: xxxxxxxx

e: xxxxxxxx

Participant name: xxxxxxxx

Participant address:

m:

e: xxxxxxxx

## Event Details

### Location

Example... No.13 ground floor Dining Room

Example... No.13 ground floor Parlour

### Briefing

On-site verbal briefing and training session.

Date: TBA

Time: TBA

### Dates and times

Set up or in date: xxxxxxxx time: 10:00

Event dates and times: xxxxxxxx (opening time to be completed by The Hirer)

Private View: - (to be completed by The Hirer)

Associated events: - (to be completed by The Hirer)

Take down or out date: xxxxxxxx time: 18:00

### Fee

The Trust makes available the location(s) on the dates and times stated above in return for a fee of £ xxxxxxxx

Payment should be made at least 90 days prior to the exhibition set up date by cheque payable to **The Brunswick Town Charitable Trust** or by bank transfer to the account below and confirmed by email to [phil@rth.org.uk](mailto:phil@rth.org.uk).

Bank: **NatWest**

Account name: **The Brunswick Town Charitable Trust**

Account number: **66904617**

Sort code: **60-30-09**

### Security deposit

A security deposit may be required from The Hirer to be set against the cost of rectifying any physical or reputational damage caused as a direct consequence of the exhibition.

The terms of such a security deposit and the conditions for its release will be set out here:

xxxxxxx

# Conditions

## General

The Venue may be used only by The Hirer or their client and only for the purpose stated.

Events are not to exceed 60 persons per floor at any one time.

The Hirer shall ensure that good order is maintained in The Venue, that no damage is caused to its structure or content and that The Venue and its equipment is left in a clean condition.

The Hirer shall inform The Venue staff immediately if disorder or damage occurs.

All such damage or cleaning is the responsibility of The Hirer who will be required to pay the cost of repairs, replacement and cleaning.

The Venue is not responsible for any of art works, items for display, artefacts, goods, equipment or belongings related to any event or associated persons at any times.

No animals, except guide dogs, may be brought into The Venue except with permission.

The Venue operates a no smoking policy in all areas.

Try not to create dust, it will set off our fire detectors *which are very sensitive*.

The Venue reserves the right to gain access to any space at any time.

If The Venue is required to provide staff, such staff will be charged at a rate to be agreed.

## Physical damage

*No bolts, nails, tacks, screws, pins, drill-bits or other objects shall be driven into any parts of The Venue including the ceiling or contents, nor shall any placard or other articles be affixed to The Venue by any means.*

Any articles for display shall only be displayed in a manner approved by The Venue management in advance.

Avoid hammering, dropping heavy objects, stamping, jumping up and down, or other activities likely to damage the historic walls, floors and the ceilings beneath.

## Insurance

*The insurance and security of art works, items for display, artefacts, goods, equipment or belongings, while in transit or inside The Venue is the responsibility of The Hirer.*

The Trust has public liability insurance for those visiting The Regency Town House.

## **Health and Safety**

*The Hirer must comply with health and safety legislation and, where appropriate, hold insurance indemnifying The Brunswick Town Charitable Trust from any liability from the actions of those who hire, use or visit space at The Venue.*

The Hirer must supply The Venue with a list and schedule of people working for them.

The Hirer and anyone else working or assisting within The Venue must follow the general and safety rules set out in the on-site verbal briefing and training session supplied. In the event of a minor accident The Hirer should seek the assistance of a designated First Aider. A First Aid kit is kept in the ground floor rear volunteer office. In the event of a major accident first call an ambulance on 999 then inform The Venue.

All equipment brought on to the premises by The Hirer must meet all relevant safety standards and be available for inspection by The Venue on request.

The Hirer must ensure that hazards are not introduced to The Venue by negligence, insufficient training or by errors of omission, for example, trip hazards, boiling water, naked flames, faulty equipment.

## **Fire precautions**

*Absolutely no hot lighting, naked flames or other heat-generating processes or apparatus is to be brought into The Venue.*

Electric room heaters must be attended at all times. No more than two 2KW heaters are to be used in each room unless agreed with The Venue.

The Hirer will not move, tamper with or cover up any fire safety equipment, warning bells or break glasses except in the case of a fire.

No exits may be blocked, nor additional chairs placed in the corridors or aisles, or any tables placed in positions other than as agreed in advance with The Venue.

No fire doors will be kept open by means of chair, doorstop, wedge or other means.

Fire drills and procedures should be carried out as per the on-site verbal briefing and training session.

If the fire alarm sounds (loud two-tone siren) The Hirer must:

- evacuate all rooms on the ground and first floors
- close firmly all doors onto the main stairwell
- check their staff have left the building
- leave the building and close the front door
- assemble at the safety point

## **Access**

If a member of The Venue team is not available then The Hirer should nominate key holder(s) responsible for opening and closing The Venue each day of The Event.

*Key holders must not pass their key to any third party. A lost key will be charged at £20.*

Key use and door security must be in accordance with the rules set out during the on-site verbal briefing and training session.

The front door must be closed and checked when departing The Venue.

## **Other users of the building**

Volunteers and students routinely attend The Regency Town House and are used to working around exhibitors. If any issues do arise please let us know.

*To access the building ring the lower bell marked 'Office'.*

**DO NOT use the top bell marked 'Private Flat'**. That belongs Diana, a permanent resident who lives on the top floor. You may see her or people visiting her while on site.

## **Sale of alcohol**

*All arrangements for the provision of alcohol, whether for sale or free of charge, must be submitted in writing to the Venue and must receive its explicit approval before such provision may take place.*

The Venue does not hold a license for the supply and sale of alcohol.

A person or group may bring alcohol into The Venue for their personal consumption only, such as at a dinner, or for group consumption, such as at a function.

*No money may be taken in exchange for the supply of alcohol, whether as a payment or a 'donation' or in exchange for tokens, without the appropriate licence being in place.*

If alcohol is to be sold then a Temporary Event Notice (license) must first be obtained.

If a Temporary Event Notice (license) is required The Venue will apply for it on behalf of The Hirer.

The Venue reserves the right to insist on staffing or regularly monitoring an event at which alcohol will be consumed.

The Venue retains the right to curtail any event where it is suspected that licensing laws are being contravened.

## **Exhibitions & Events**

The transport of works for exhibitions and events is to be arranged by The Hirer in liaison with The Venue. Transport costs are the responsibility of The Hirer.

Works for exhibitions and events are to be installed on the dates and by the method agreed. Works are to be removed by The Hirer on the dates agreed or no later than two days following the close of the exhibition or event. The Venue does not offer storage beyond this date unless agreed as a part of this Contract.

### **Display**

No works are to be affixed directly to the walls. Works may be hung from frames, displayed on easels, or in other ways agreed with the Venue. The cost of installation is the responsibility of The Hirer. Where agreed, lightweight art works can be attached to the walls using 3M 'Command 17024 Poster Mounting Adhesive Strips'.

### **Exhibition-related events**

The Hirer will be responsible for arranging any event-related activities, private view, talk, workshop etc. including the supply of food and refreshments. Details of all such events must first be submitted in writing to The Venue for approval.

### **Invitation list**

The Venue may, by arrangement with The Hirer, invite to any exhibition private view some numbers of its staff, supporters, sponsors, trustees, volunteers and Friends Group.

### **Exhibition Invigilation**

Exhibition invigilation is to be arranged by The Hirer who must supply a schedule of invigilators prior to an exhibition opening, including those who will steward any launch parties, public talks, private viewings or other associated events.

Invigilators must undergo the on-site briefing and training session supplied by The Venue.

*There must be a minimum of one invigilator for each floor of The Venue whenever the exhibition is open to the public. For the security of the artworks we recommend at least two invigilators for each floor. If there are insufficient invigilators, the door to The Venue must be closed and visitors led around the exhibition by the invigilator present.*

### **Concurrent events**

The Venue is a popular choice for events as well as exhibitions. We may need to accommodate clients by running their event (typically a reading, supper club or book launch) in the same space as an exhibition and at the same time.

Having an exhibition as a backdrop for other events can benefit both artist and audience, but may require seating space among the artworks. *This is something The Venue will negotiate with The Hirer, but we reserve the right to do so if required.*

## **Press and Publicity**

Unless otherwise agreed, publicising the Event is the responsibility of The Hirer.

Any publicity materials or press releases that make reference to The Venue or to The Brunswick Town Charitable Trust must first be approved by a representative of either.

Copies of any reference to The Venue in broadcast, print or social media should be made available to The Venue.

## **Kitchen, food and refreshments**

*The Brunswick Town Charitable Trust and The Venue take no responsibility for any outcomes related to the supply of food and refreshments.*

The Hirer may, by arrangement, use the kitchen facility on the ground floor of The Venue. This not equipped or licensed for the cooking of food or the making of dishes, but may be used for the arrangement of items pre-made and brought onto the premises and the cleaning of crockery and cutlery afterwards.

It is the responsibility of The Hirer, or persons retained by them, to meet the requirements of the relevant food hygiene regulations and food safety codes of practice.

A professional caterer must be registered either with Brighton and Hove City Council, or, if from outside the area, the corresponding Local Authority. The Venue requires a copy of the caterer's Food Hygiene Certification and a copy of the public liability insurance certificate for the event and evidence that The Brunswick Town Charitable Trust and The Venue are indemnified from any liability from actions taken by The Hirer or professional caterers.

The Hirer will leave the kitchen clean and remove all surplus food.

The Hirer will ensure that all equipment, china, cutlery etc. belonging to The Venue is left clean and that the kitchen is left as found.

The Hirer will remove all waste and recycling to the receptacles provided and remove all surplus food from the premises.



## **Changes and additions**

Changes and additions to the Exhibition Contract may be agreed by all parties.

[The Trust to enter details and date of any changes here.](#)

## **Cancellation**

If The Brunswick Town Charitable Trust is required to cancel or postpone availability of The Venue for any reason whatsoever it will refund all of the hire fee.

*Under such circumstances, The Brunswick Town Charitable Trust is not liable for, nor will it reimburse any other expenses incurred by The Hirer in connection with the Event and/or Event-related activities, publicity, catering, transportation, wages or any other costs howsoever incurred. The Hirer should take adequate insurance to cover such expenses.*

If The Hirer cancels or postpones the exhibition and provides 90 days notice prior to the opening date The Brunswick Town Charitable Trust will refund 100% of the fee.

If The Hirer cancels or postpones the exhibition and provides between 30 and 90 days notice prior to the opening date The Brunswick Town Charitable Trust will refund 50% of the fee.

If The Hirer cancels or postpones the exhibition and provides less than 30 days notice prior to the opening date The Brunswick Town Charitable Trust will not refund the fee.

## **Warning**

Any breach of these conditions may cause The Brunswick Town Charitable Trust and/or The Venue to summarily terminate this Contract and any Event to which it pertains and require that The Hirer remove their goods, works and equipment and vacate The Venue immediately.

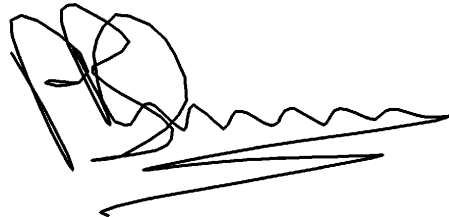
If a breach of these conditions causes the termination of this Contract and any Event to which it pertains, no compensation will be made by The Brunswick Town Charitable Trust or The Venue to The Hirer nor will any such compensation become due under any other circumstances.

**In signing this you agree to be bound by the terms of this contract dated:**  
**xxxxxxx 2017**

**For The Brunswick Town Charitable Trust**

Name: **Phil Blume**

Role: **Administrator**

A handwritten signature in black ink, appearing to be 'Phil Blume', written over a horizontal line. The signature is stylized with a large initial 'P' and a wavy tail.

Signature:

**For The Hirer**

Name: **xxxxxxx**

Role: **The Hirer**

Signature: