

Peredur Centre
Peredur Centre for the Arts
West Hoathly Road
East Grinstead
Sussex RH19 4NF
Tel. 01342 312527

HIRE CONDITIONS 1st September 2019- 31st March 2020

THEATRE, GRANARY, STUDIO AND ALL ROOMS

- 1. Hirers should ensure that their organisation is aware of fire regulations, fire exits and extinguishers and are responsible for evacuation of audience and personnel to bottom of the car park if fire siren sounds.**
2. Booking time must include setting up and clearing away times.
3. A deposit will be requested for large bookings.
4. Cancellations
 - a) Deposits are non-refundable
 - b) The full hiring fee for cancellations 7 days prior to event will be charged
 - c) Peredur do not waiver fees in the case of weather related or other travel restrictions. Provided Peredur is open for business cancellation of confirmed bookings will attract charges as above.
 - d) Peredur reserve the right to cancel a booking at any time in the event of circumstances beyond reasonable control or if necessary to undertake essential works. In these unlikely circumstances, Peredur will endeavour to offer suitable alternative booking dates. If no such alternative is agreed between us, then we will refund in full all money received by us for the booking. Peredur will not otherwise be liable for any loss incurred by you as a result of the cancellation
5. The Management has the right to increase hiring fees should it be felt necessary; due notice would be given to hirer
6. Single bookings will be invoiced at point of booking. Invoice schedule for multiple bookings will be agreed on a monthly or termly basis. Invoices are due on receipt.
7. The Management has the right to cancel any booking should it be deemed to contravene any law or deemed unsuitable for display.
8. The hirer shall be responsible for any damage (other than fair wear and tear) to the Centre, and prior to repair or replacement we will advise you on the cost
9. The hirer shall not sub-let.
10. The hirer shall not use the premises other than for that which it is booked.
11. The hirer will be responsible for and should take precautions as to the behaviour of persons attending the function

12. In order to keep down hire charges the hirer is expected and shall be responsible for leaving the premises in a clean and tidy condition. If cleaning is undertaken after your hire you will be charged £12 per hour of cleaning necessary. Please ensure that belongings and bottles etc. are taken away.
13. All electrical equipment must have been PAT tested before using in the Centre. We are able to carry out testing for a small charge.
14. Car parking - you are asked to man the car park when an audience of over 25 persons is expected. The main entrance driveway must not be used for parking
15. There is a NO smoking policy within the buildings of the Peredur Centre.
16. No nails, screws or Blue Tack should be used on any of the Centre's walls, floors, ceilings or doors
17. We have limited storage space available, and there may be a charge for this.
18. You are not allowed to use adjacent rooms that you have not booked unless permission has been granted and extra hire charges agreed.
19. The Management has a right to change the venue within the Centre if necessary
20. Please ensure that all windows are closed and lights turned off after use
21. Heating is set to come on two hours prior to your booking if necessary.
22. Hirer should have a Public Liability Policy to the amount of no less than £500,000 and appropriate employers liability for an amount of no less £50,000 to cover any accident, damage or liable claim against its organisation.
23. The Hirer will be responsible for personal injury to an employee, or invitee, for loss or damage of property or vehicles on the Centres property. Use of the premises is permitted entirely at the hirer's risk and not the Management

Entry must be allowed to a Fire Officer or employee of the District Council if requested

In case of problems out of hours please telephone 07710 232653

The Administrator Peredur hire conditions 10/2009 revised 12/2019
Company No.870974 Charity No. 312846