

THE OLD TOWN HALL

VENUE HIRE INFORMATION PACK



Updated Jan 2017

The Old Town Hall is a beautiful, historical building and has been a buzzing arts space since 1978. Our theatre is ideal for performances and classes, our Gallery Café Bar with wonderful views of the church and park is excellent for business gatherings, intimate celebrations or functions. The Cellar Club is perfect for parties, band rehearsals or a great space for meetings, training sessions and workshops. Our Attic Meeting Room is a lovely bright, quiet space for small meetings and workshops or as an office/work space.
We have a space to suit most events and occasions!

The Theatre

Perfect for: Conferences, AGMs, rehearsal space, performances, classes, workshops

Facilities: End-on stage, full lighting and sound equipment, fixed raked seating, cinema screen, dressing facilities.

Full performance hire includes use of the theatre, dressing room, backstage facilities, technical support, Front of House and Box Office.

*Please note that hire of the theatre for a performance does not include inclusion in The Old Town Hall brochure or marketing support.

Stage width: 7.25m / Stage depth: 6.5m.

Capacity: Seated 120 (fixed seating)

The theatre can be hired when not in use for programmed performances. A schedule of upcoming performance can be found at www.oldtownhall.co.uk .



The Cellar Club

- Perfect for:** Private parties, band rehearsals, meetings, workshops, classes, training sessions
- Facilities:** Fully licensed bar, lighting and sound equipment, flexible seating, small stage area, lift access
- Capacity:** Up to 80 people standing. Can seat up to 60 in cabaret, theatre or conference layout. Seats up to 20 Boardroom style. (Please note capacity is subject to room layout and other set up requirements)

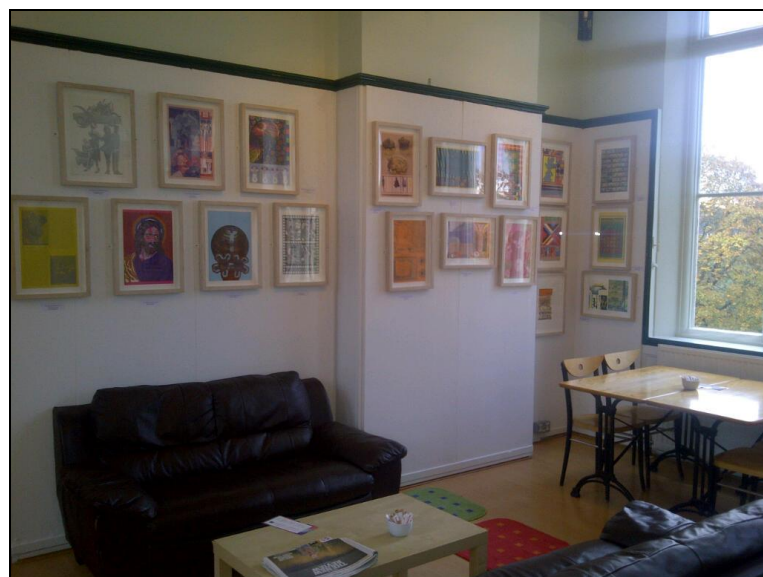
The Cellar Club is available for hire during the day. It can also be hired in the evening when not in use for programmed performances. A schedule of upcoming performances can be found at www.oldtownhall.co.uk. Please note you must be 25 or over to hire the Cellar Club for a party or event.



The Gallery Café Bar

- Perfect for:** Business gatherings, private functions, intimate celebrations.
- Facilities:** Lighting and sound equipment available, Disabled toilet, lift access
- Capacity:** Seats up to 55

The Gallery Café Bar can be hired for private use after 5.30pm during the week or on Saturdays when not in use for theatre performances. A schedule of upcoming theatre performances can be found at www.oldtownhall.co.uk.



Attic Meeting Room

Perfect for: Meetings, small workshops, work/office space

Facilities: Tables, chairs, projector, screen, flipchart

Capacity: 8 people maximum

Accessibility: Stair access only, no lift access

The Attic Meeting Room is lovely light, quiet space at the top of our building. It is ideal for small workshops and meetings or as an office/work space. Please note it is stair access only to the room, there is no lift access. The Attic Meeting Room is available Monday to Saturday from 10.30am.



PRIVATE HIRE CHARGES 2017-18

All charges include VAT and payment is due in advance of any booking
A £100 returnable damage deposit may be required*

Meetings / Rehearsals / Workshops / Classes

Minimum 2 hr booking

	Day of Week	Hours available	Charge	Charity Rate
Theatre (capacity 120)	Monday-Friday	10.30-17.30	£25 p/h	£19 p/h
	Monday-Friday	18.00-22.30	£30 p/h	£21 p/h
	Saturday	10.30-22.30	£30 p/h	£21 p/h
Cellar (capacity up to 60 seated / 80 standing subject to layout)	Monday-Friday	10.30-17.30	£13 p/h	£12 p/h
	Monday-Friday	18.00-22.30	£21 p/h	£19 p/h
	Saturday	10.30-22.30	£21 p/h	£19 p/h
Gallery (capacity 55)	Monday-Friday	18.00-22.30	£21 p/h	£19 p/h
	Saturday	10.00-22.30	£21 p/h	£19 p/h
Attic Meeting Room (capacity 8)	Monday-Friday	10.30-17.30	£13 p/h	£12 p/h
	Monday-Friday	18.00-22.30	£21 p/h	£19 p/h
	Saturday	10.30-22.30	£21 p/h	£19 p/h

There is an additional charge for any technical support required. Please ask for details.

<u>Private Parties</u>	Day of Week	Hours	Charge	Charity Rate
Cellar (capacity up to 60 seated / 80 standing subject to layout)	Monday-Saturday	18.00-23.00	£250	£210
Gallery (capacity 55)	Monday-Saturday	18.00-23.00	£250	£210

Prices include Front of House Staff and Stewards but do not include the bar. Please see below for costs*

There is an additional charge of £60 for technical support, such as lighting and sound

*A refundable damage deposit is required for all party hires

Performances and Rehearsals

	Day of Week	Hours	Charge	Charity Rate
Theatre: (Seated capacity 120) Full theatre package includes technical support, Front of House Staff and Box Office . Prices do not include the bar, please ask for details.	Monday-Saturday	10.00-23.00	£620	£450
Cellar (capacity up to 60 seated / 80 standing subject to layout)	Monday-Saturday	10.00-23.00	£435	£250

All hirers admitting the general public by paid ticket must provide a current Public Liability Insurance Certificate.

Bar and Catering:

The Old Town Hall can provide a full bar service for £100 or charge a corkage fee of £80. We can also provide teas/coffees and biscuits but not full catering. You are welcome to provide your own food or use external caterers.

Teas, coffees, biscuits and water £2 per head

Teas, coffees and water £1.50 per head

The management reserves the right to refuse admission or to amend hire charges. Other restrictions and permissions apply.

OLD TOWN HALL - CONDITIONS OF HIRE

Application for Hiring

1. All applications must be made in writing on the hire form and the official receipt must be produced to the Management on demand before the accommodation is occupied. The Management reserve the right to refuse any application without stating their reason for doing so.
2. Applicants must be aged 25 years or over.
3. No public announcement of any function may be made until the application has been agreed by the Management and a signed hire form received. No public announcements are permitted for any cellar hires.
4. The person signing the hire form shall be the hirer, and as such, responsible to the Management for the payment of the hiring fee and the observance of these conditions.
5. The precise purpose for which the accommodation is required must be clearly and fully stated on the hire form.

Charges and Deposits

6. **The full hire charge must be paid in advance and not less than 7 days prior to the date of the event. A £100 damage deposit may also be required subject to the event/activity.** Until payment is received the Management will regard the hire booking as provisional and it may be replaced with another booking without notice to the original hirer. If full payment is not received, the hire cannot go ahead.

Refund of Deposit and Cancellation by the Hirer

7. In the event of cancellation by the hirer, any deposit paid will be refunded to the hirer provided that notice of the cancellation is received by the Management not less than 28 days before the date of the function. If less than 28 days' notice is given then the deposit will not be refunded. If cancellation notice is given less than 7 days prior to the event the hirer is liable for the full cost of the hire.

Public Liability Insurance

8. All hirers admitting the general public by paid ticket must provide a current Public Liability Insurance Certificate

Electrical Equipment

9. Any electrical equipment that is brought into the building and does not belong to The Old Town Hall must be PAT tested to ensure it is safe to use

Subletting

10. The hirer shall not sub-let the premises or any part thereof without the prior consent of the Management.

Cancellation/Postponement of Hiring – Generally

11. The Management shall be entitled summarily to cancel the hiring at any time before or during the hiring:-
 - (a) If the hirer fails to observe the requirements of any of the Conditions.
 - (b) If at any time prior to the commencement of the function, it shall appear to the Management that the hirer has made material omission from or deliberately misleading statement on the hire form.
 - (c) The full hire charge and deposit has not been paid on time by the hirer.

Prohibition of Function

12. If the event has commenced and it appears to the Management that the purpose for which the accommodation is being used is not approved by the Management or, in its opinion, is undesirable, it may prohibit the continuance of the function, and the whole of the charges paid by the hirer shall be forfeited to the Management.

Surrender of Hiring

13. The hirer may, with the consent of the Management postpone the hiring PROVIDED that any request is made in writing and accompanied by the balance (if any) of the charges payable.

Charges in Respect of Cancelled, Surrendered or Postponed Hiring

14. If the hiring is cancelled, surrendered or postponed, under the conditions of 7 or 11 and the accommodation is not re-hired, the total charges payable by the hirer under this Contract (or balance thereof) shall be paid to, or if already, paid shall be retained by the Management.

Maintenance of Good Order

15. The hirer shall at all times maintain good order during the event and the premises

Alcohol Consumption, Damage and Loss

14. (a) In the event of the Management allowing alcohol consumption during the function the hirer shall comply with the terms and conditions of the Premises Licence.

- (b) The hirer shall pay to the Management the amount required to make good any loss or damage to the building, furniture, carpets, furnishings, fixtures, fittings or any article owned by the Dacorum Borough Council or by any other person, in connection with the hiring.
- (c) The hirer shall indemnify the Dacorum Borough Council against any third party claims which arise in connection with the function.

Smoking

15. Smoking is not permitted anywhere on the premises. It is the hirers responsibility to ensure none of their invited guests/audience smoke whilst in the premises.

Vacation of the premises

16. The hirer shall ensure that the Premises is vacated in good time at the end of the hiring and that all articles brought to the Premises in connection with the function are removed unless special permission is granted by the Management. The premises must be left clean and tidy and in the condition in which it is found and any rubbish cleared and taken away.

Observance of Conditions

17. The hirer hereby undertakes with the Management:
- (a) At their own cost strictly to observe and perform:-
 - (i) all relevant statutory provisions and regulations and all licences governing the usage of the Premises.
 - (ii) The provisions of this contract; and
 - (iii) All instructions given to them by the Management or its staff under or in pursuance of the terms of this Contract.
 - (b) To indemnify the Dacorum Borough Council and its Officers and Servants from all actions, expenses, claims, damages, penalties and demands which they may incur in consequence of any breach of or default or negligence in the performance of such provisions, regulations, conditions or instructions. If the hirer, their servants, or agents, fail refuse or omit to comply with any such provisions, regulations, conditions or instructions, the hirer and they may be excluded from the Premises until they hirer or they shall have complied with them but this shall be without prejudice to the Management's rights under the Contract.

Prohibitions

18. All hirings are subject to the following prohibitions:-
- (a) The Management or its staff may refuse to allow to be brought into the accommodation and article or appliance which they may consider dangerous or offensive or otherwise undesirable.
 - (b) No alterations or additions shall be made by the hirer to the accommodation without the consent of the Management.

Posters, flyers, etc.

19. If any placard, bill, flyer or poster of any description advertising any function at the premises is affixed by the hirer or by any person authorised by them to any building, wall, fence or similar structure wheresoever situated, without the consent of the owner or occupier or other authority of law then the Management reserve the right to cancel the booking without refund of the hire charge. In addition any costs incurred in the removal of the placard, bill, flyer or poster will be recharged to the hirer.
20. The Management reserve the right of free and unimpeded entry at all times to the Premises during the course of an event.

Prevention of the use of Accommodation through Strikes, etc.

21. The Management will not be responsible for any loss or damage suffered by the hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force major, strike, lockout or other like causes.

Miscellaneous

22. Wherever the conditions of hiring provide that the hirer shall be required to take certain steps, it is agreed by the hirer that in the event of them failing to satisfy the requirement of the Management then the Management may take all necessary action to comply with those requirements and charge the hirer with the costs and expenses of such action.
23. The Management accept no responsibility for loss or damages to the hirers equipment and for property used or exhibition in the Premises.

The Management reserve the right to exclude from the Premises, precincts and environs of the Premises any person at its discretion, and the directions of the Management must in this respect be observed.