

The Alan Cornish Theatre – General Information

Capacity

The total tickets that can be sold for each performance are **97** (plus 2 wheelchairs **OR** 3 regular seats) and it is the organiser's responsibility that this is adhered to. **The audience must be seated in the seating provided and not anywhere else such as the stairs at the side of the theatre.** Sitting on the stairs is a breach of the fire regulations as it could impede peoples exit from the building in the event of an emergency.

The maximum people permitted to use the theatre at any one time is **150**. This includes audience, performers, stage crew, front of house and technicians. It is the organiser's responsibility to ensure that this number is not exceeded.

Stage Dimensions

Depth: 5.2 metres
Width: 9.4 metres

Get In Doors

External doors

2.25m height x 1.76m wide, 2.6m diagonally

Internal doors

2.4m height x 1.6m wide, 2.9m diagonally

Access to the stage doors is via the staff car park at the rear of the building. Delivery restrictions apply. (Maximum 7.5 tonne delivery vehicle.)

Floor

The floor is wooden and covered with a vinyl stage floor. Nothing may be screwed into or stuck to the floor. If you need to mark anything out on the floor please use masking tape – **DO NOT USE GAFFA OR ANY OTHER TAPE.**

Dressing Rooms

There are 3 dressing rooms each complete with a TV playback facility, surround mirror lights and washing facilities.

A shower room is also available but would need to be advised at the time of booking otherwise this facility may be locked. There is also a separate wheelchair accessible WC.

Technical

The theatre is equipped with a full lighting, projection and sound equipment. Please contact us for specific equipment information.

Please note that no one will be allowed to access the technical equipment, including the lighting box, unless this is included in the booking. If you are using our recommended technician for your booking there is no additional charge for use of the equipment and lighting box. Please note that any work required to return the equipment to its original state will be deducted from the booking deposit.

We would suggest that organisers label or colour code any technical equipment that they bring into the theatre.

Catering

Catering, refreshments including interval drinks are provided by our catering partner - Brown Bag. Please contact us about your catering requirements.

Smoking Policy

The Theatre and the Oakwood Centre are no smoking environments.

PAT Testing

All portable electrical appliances must be PAT tested before use in the Theatre.

The Alan Cornish Theatre

The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
Tel. 0118 969 0356 Email. bookings@woodley.gov.uk

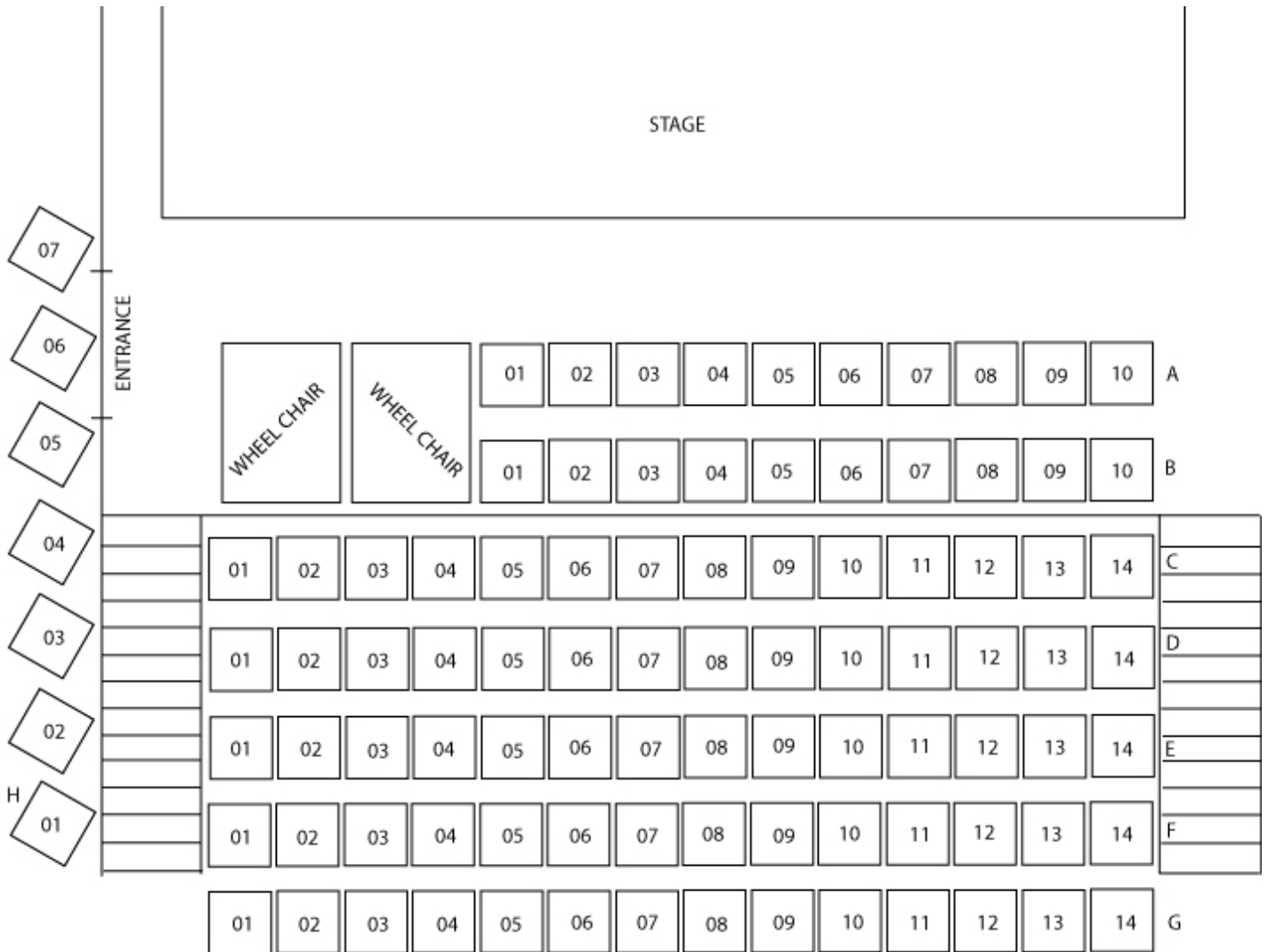
Licences

The Council has taken out a licence with the Performing Right Society Ltd to cover the performance of all musical work in the repertoire of the said Society. The Hirer shall comply with the conditions of the said Society's Licence as appropriate.

Terms and Conditions

The theatre is hired under the Woodley Town Council General Conditions of Hire which are provided separately. Please ask us if you are unsure about any aspect of your booking. Hirers will be required to complete a handover checklist at the start of the hire.

SEATING PLAN



The Alan Cornish Theatre

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1. In these Conditions

“The Hirer” means the individual signing the application form and/or the organisation, association, firm, sports club, society or other group on whose behalf it is signed.

“The Venue” means the premises owned or operated by the Council or any part or parts thereof and includes any equipment and / or facility provided by the Council for use by the Hirer under this contract.

“The Responsible Officer” means the persons appointed by the Council for the management and control of the facility referred to in the booking form.

“The Council” means Woodley Town Council and, where the context so admits, shall include any officer, servant, employee or agent of the Council.

“Period of hire” means the time under the Agreement for which the hirer is entitled to use the facilities contracted for and will include time taken for entry to, and exit from, the venue and may include preparation and cleaning up time.

Words importing the masculine gender include the feminine, words importing the feminine gender include the masculine, words in the singular include the plural and words in the plural include the singular.

2. Application

All applications for the hire of any venue must be made in writing on the official booking form, which shall be read and construed with these Conditions of Hire and form part of the contract between the Council and the hirer.

The Hirer must complete and sign the Booking Form and pay the full fee and appropriate deposit before the booking can proceed.

The Hirer must be 18 years of age or over and able to provide proof of Woodley residency or registered charity status where appropriate.

3. Deposits

Unless otherwise agreed with the Council a damage deposit will be payable at the time of booking. The Responsible Officer will confirm the booking once the deposit and booking form have been received. The Responsible Officer will

confirm the value of the required deposit. The deposit will be returned in the form of a cheque or BACS payment providing no damage has been caused to Council property during the event. The whole deposit or a proportion of may be withheld in the event of;

- any damage caused to Council property during or as a result of the booking.
- the venue being left in an unsatisfactory condition e.g. requiring additional or specialist cleaning.
- the booking overrunning the agreed booking times – (this may incur further additional charges – see section 5)

The Hirer must request return of this damage deposit following the event.

In the event of a cancellation of a booking other than a wedding or wedding reception 10% of the value of the holding deposit will be retained by The Council. In the case of a cancellation of a wedding and/or wedding reception at the Oakwood Centre the holding deposit will not be refunded. (see section 6 – Cancellations)

4. Payment

With the exception of business bookings at the Oakwood Centre all bookings will be invoiced 4 weeks before the date of the booking and the full fee is to be paid to the Responsible Officer no later than 14 days before the date of the booking.

Business Bookings at The Oakwood Centre

Unless otherwise agreed with the Council an invoice will be issued shortly following the booking and will be payable within 14 days.

5. Charges

Charges by the Council for use of the venue shall be as fixed from time to time by the Council who reserve the right to vary its charges without notice.

No event may overrun its allocated booking time and any event which proceeds beyond its allocated time is liable to an excess charge (equivalent to twice the hourly booking fee plus additional charge for any labour and/or overtime costs involved).

Following agreement with the Responsible Officer, the Hirer may fix a charge to be made

to the public for admission to the venue subject to such charges being notified to the council at least 14 days before the date of hiring. The Hirer may retain such receipts as income.

6. Cancellations

a) By the Council

The Council reserves the right to withdraw permission to use the venue. The Council will repay booking fees on cancelling a booking provided that the Hirer has been open and transparent as to the nature of the hire. The Council shall be under no liability for any expense incurred or loss sustained by the Hirer as a result of the cancellation.

b) By the Hirer

In the case of cancellation of a booking the full fee will remain due unless the Responsible Officer has been notified in writing 14 days in advance of the date of the booking. Where notice of cancellation is received less than 14 days in advance of the booking the full fee will remain due except that the Responsible Officer may at her discretion waive all or any part of the fee for that cancelled booking.

In the event of a cancellation of a booking other than a wedding or wedding reception 10% of the value of the holding deposit will be retained by The Council. In the case of a cancellation of a wedding and/or wedding reception at the Oakwood Centre the holding deposit will not be refunded. (see section 6 – Cancellations)

7. Refusal of Booking

The Council through the Responsible Officer reserves the right to refuse any application for the hiring of a venue without being required to give any reason for such refusal.

8. Conduct and Control

The Hirer undertakes with the Council:

- a) To ensure compliance by herself and all those for whom s/he is responsible with all reasonable requirements for the use and enjoyment of the venue whether expressed or not and the exercise of common sense and discretion and observance of General Conditions and Directions for use of the Venue as published in the hall;
- b) To supervise and control participants, visitors, spectators and officials;
- c) To leave the venue and all parts thereof in connection with the hiring in a tidy and clean condition at the end of the Period of Hire;

d) Subject to (a) above, to have sufficient competent stewards and officials to fulfil these conditions;

e) To comply with these conditions and with such reasonable instructions and requests as the Responsible Officer may make;

f) Not to use the Venue or any part thereof for any activities which are dangerous, offensive, noxious, illegal, or immoral or which are or may become a nuisance to the Council, other users of the Venue, or the owner or occupier of any neighbouring property;

g) Not to do anything which might invalidate any insurance maintained by the Council in respect of the Venue or which might increase the insurance premium payable for the venue;

h) Not to bring or permit to remain in or on the Venue, any dogs or other animals, without the prior consent of the Council, other than guide dogs accompanied by a blind person;

i) To repay to the Council on demand the costs of making good all damage to the Venue suffered during the period of Hire (fair wear and tear and damage caused by any risk covered by the Council's insurance and, damage by the Council excepted);

j) At the end of the period of hire to remove all the hirers good, waste and other materials in the Venue and hand back the Venue cleared as aforesaid and in such as is required by clause 7(1) above. In default the Hirer shall to the Council at the rate of £ per day for every day or part of a day during which the default exists and shall indemnify the Council against any costs, damages or liability incurred by the Council or by any subsequent Hirer;

k) Not to park on or obstruct the access ways giving access to the Venue;

l) Not to make any alterations or attachments or additions to the Venue without the prior written consent of the Council.

9. Right of Entry

a. Members of the Council and its officers shall at all times during the period of hire have free entry to the venue and instructions must be given by the Hirer to her officials for their entry.

b. The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the venue.

c. The Council reserves the right to fix a maximum limit for persons attending the event and the Hirer undertakes to make all administrative and other arrangements to ensure that the maximum number of persons in the Venue does not exceed that number.

10. Prohibition of Assignment

The right to use the facilities under the agreement shall not be sublet, assigned or otherwise transferred and the Hirer shall not assign the benefit or burden of the agreement or any part thereof, or sublet or subcontract any part of the facility.

11. Liability

The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused whether to property or person sustained by and person or persons in the Venue, except where such loss, damage injury or death is caused by the Council's negligence or any defect in its premises.

12. Indemnity

The Council may require the hirer to have in place adequate public liability insurance for the booking. This clause is applicable to some types of organised events open to the public or events that are ticketed or incur an entrance fee and some other events. Contact the Responsible Officer for more information.

Where insurance is required the hirer shall;

- 1) produce to the Council details of the insurance maintained under clause 11 and sufficient evidence that the policies are in force at least 14 days prior to the commencement of the period of hire.
- 2) be responsible for insuring against loss of or damage to the property and effects of the hirer and against death injury loss or damage suffered by any persons employed by them or to their property and effects or against any consequential loss suffered by them and the hirer shall indemnify the Council against all claims which may be made against the Council in respect of any such matter unless the death, injury, loss or damage is caused by or arises out of negligence of the Council.
- 3) indemnify the Council against all claims, demands, action and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any record apparatus or contrivance at the venue during the period of hire.

In any case the hirer shall be responsible for any claims arising in accordance with clause 11.

13. Advertisements

No person shall place, fix or exhibit any advertising material on or in any part of the venue without first having obtained the previous consent of the Responsible Officer.

14. Fly posting and deposit

The Hirer shall not at any time advertise the event for which s/he has booked the venue by any means (whether or not the requirements of the Town and Country Planning (Control of Advertisements) Regulation 1969 apply) without first obtaining the prior written consent of the Council and other necessary and relevant consents including the consent of the owner of the land or building on which the advertisement is displayed. Without such consents having been obtained the Council reserves the right to refuse all further bookings to the Hirer.

15. Objectionable Articles, Structural Alteration, Temporary Structures

- a) No person shall in any part of the Venue bring any article of an inflammable or explosive character, including fireworks or any article producing an offensive smell or oil, electrical, gas or other apparatus or bring, place or erect any furniture, fitting erection or structure or place or fix any additional or decorative lighting in or on any part of the venue without the previous consent of the Responsible Officer.
- b) In this connection the Hirer must submit a list of articles, appliances and apparatus which is intended to use during the period of hire to the Responsible Officer and also a list of events, exhibitions, or performance which it is intended shall take place during the period of hire at least fourteen days before the commencement of the period of hire. The responsible officer is empowered and required by the Council to prevent the use of any article, appliance or apparatus and to prevent any event, exhibition or performance, which s/he may consider objectionable or dangerous.

16. Property Not Removed

The Responsible Officer may remove and store any property left by the hirer in or upon the venue after the expiry of the times provided in the agreement. The hirer shall repay to the Council on demand the cost of such removals and storage. The Council shall not be held responsible for any such property by or during any such removal or storage. The hirer agrees

that the Council shall be entitled to remove and sell in such a manner as they think fit any property left at the Venue and not claimed within 28 days from the end of the period of hire. The proceeds of sale will belong to the Council. The hirer may leave property in or upon the venue only with the express permission of the Responsible Officer. The Responsible Officer may withdraw such permission at any time without notice at her absolute discretion.

17. Permits

Whenever any sports or other event is being promoted, the hirer shall be responsible for obtaining and exhibiting during the event any necessary permits.

18. Notices

No notices or placards erected, displayed or provided by the Council may be removed without the consent of the Responsible Officer.

19. Variations to the Agreement

The Council reserves the right to vary the conditions of the agreement at any time on seven days notice. Any variation so made shall be deemed to be incorporated in these conditions. The Hirer may, within seven days of receipt of such notice, terminate the agreement.

20. Violations to the Agreement

The Council reserves the right to terminate any event if it appears to the Responsible Officer that any of the conditions have been or are being violated or if for any other reason it appears to be in the public interest to do so. Such determination shall not release the Hirer from any obligation under these conditions or affect any right or remedy which the Council may have under these conditions or otherwise and the Council shall be entitled to retain for their own use and benefit any monies paid to them in respect of the letting.

21. Collections or Lotteries

No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the venue without the prior consent of the Responsible Officer.

22. Food, Drinks, Intoxicating Liquor

Oakwood Centre: No hirer, nor any person on his behalf shall be permitted to bring food, soft drinks or excisable liquor onto the premises for consumption without prior written consent. All

such food, drinks and liquor shall be purchased from the appointed caterer/bar unless by prior written agreement with the Responsible Officer. A charge may be levied in some circumstances.

Coronation Hall: No hirer, nor any person on his behalf or by his permission shall sell excisable liquor without the necessary licence and this must be produced to the Council representative not less than 24 hours prior to the hiring.

No person under the age of 18 is permitted to consume alcohol in any of the Council's hired premises. The Hirer will be responsible for ensuring that this rule is adhered to.

23. Teenage Birthday Parties

We are not able to accept bookings for teenage parties (including 18th & 21st birthday parties) at the Council's Venues. For supervised events for young people please contact the Responsible Officer.

24. Exclusion of Third Party Rights

No term of this agreement may be enforced by a Third Party as defined by the Contracts (Right of Third Parties) Act 1999.

25. Smoking

Smoking is not permitted in any Council premises.