

## Dugdale Studio Theatre Hire Information Pack

Seating up to 139, The Dugdale Studio Theatre can provide you with a professional setting for your work. Our team of Theatre professionals can help to ensure that your event will run smoothly and offer help and advice to enable you to reach your potential. We cater for a wide range of uses from full-scale theatrical shows to conferences and meetings.

### **Contact the Hire Team**

Dugdale Centre, Thomas Hardy House, 39 London Road, Enfield Town EN2 6DS  
020 8887 7333 | [Millfield.hire@enfield.gov.uk](mailto:Millfield.hire@enfield.gov.uk) | [www.dugdalecentre.co.uk](http://www.dugdalecentre.co.uk)



# Studio Theatre Hire Rates and Charges

(These prices are valid until 31st March 2019 and are relevant to the dates of hire, NOT the date of the booking.)

## PERFORMANCES AND REHEARSALS

Mon/Tues/Wed/Thurs/Fri	£90 per hour*
Sat/Sun Bank Holiday	£115 per hour*

\*A venue technician is required for all bookings and will be charged at £15.50+VAT per hour

## Additional Services

### TICKETS

For all ticketed events at the Dugdale, tickets must be supplied through the Box Office. These are charged as 6p per ticket plus VAT. For tickets sold by our Box Office, we will charge commission on sales of 10% + VAT.

### MARKETING

Dugdale Theatre offers a range of marketing facilities which can be tailored to you event.

Our standard package is £250 and includes:

- Inclusion in Season Listings
- Website Inclusion
- One Targeted email to mailing list
- Inclusion in the newsletter
- 3 Social Media Posts
- Facebook event created

For more information and prices please contact the hire team at [millfield.hire@enfield.gov.uk](mailto:millfield.hire@enfield.gov.uk)  
0208 887 7333

### BOOKING DEPOSIT

Deposits must be paid to secure at the time of booking. £200

Deposits must be made to secure booking. All deposits are non-refundable.

### PRS

Performances that will include music being played or performed will have to pay PRS of 4.2% unless hirer is able to provide documents that is confirming a lower percentage.

## BAR

Dugdale Theatre has a fully licensed Bar which will be open directly before your event and during the interval. Arrangements can be made for the Bar to be open at the end of your event. This will be charged at £15.50 per hour + VAT for each staff member required.

## Dugdale Website

Please send us jpeg show image 3115 x 315 and 150 words copy in order for your event to be listed on our website.

**Please note that whilst the hire charge is not liable for VAT, all additional services are.**

# Technical Extras

(All prices are exclusive of VAT)

	Per Day	Per Week
Gaffa Tape per roll	£8.00	
Masking Tape per roll	£1.40	
Insulating Tape Per roll	£1.40	
Rostra/decking	Price on request	Price on request
Smoke Machine inc fluid	£28.00	£115.00
Hazer inc fluid	£45	£200
LE MAITRE pyrotechnic	Price Depending on Product	
DI Box	£10.00	£40.00
Conference AV Package	£120.00	£490
Data Projector only	£85.00	£340.00
Star Cloth	£70.00	£260.00
Mirror Ball	£7.00	£25.00
UV Fixtures	£15.00	£60.00
Radio Mic Lapel	£35.00	£140.00
Radio Mic Handheld	£35.00	£140.00
AA Batteries (pair)	£1.80 per pair	
Float / Rifle / Tap Mic per mic	£10.00	£40.00
Piano Tuning per tuning	£85.00	
Lighting Design*	£320.00	
Lighting Operator	£15.50 per hour	
Sound Design**	£320.00	
Sound Operator	£15.50 per hour	
Stage Manager	Price on request	Price on request
Additional Crew	£15.50 per hour	

A weeks hire is defined as a period between 5 and 7 days.

\*The price of a lighting design includes a meeting with the director/choreographer of the production to discuss requirements, watching a run through in the rehearsal room, all preparatory paperwork, supervision of rigging, focusing and plotting of the design. Board operation is not included.

**\*\*The price of a Sound design includes a meeting with the director/choreographer of the production to discuss requirements, watching a run through in the rehearsal room, all preparatory paperwork, rigging and plotting of the design. Board operation is not included. There is an allowance for 2 hours sound editing time for the creation of a show disc of effects and tracks.**

**FOR BOTH LIGHTING AND SOUND DESIGNS IT IS THE RESPONSIBILITY OF THE HIRER TO PROVIDE A SCRIPT & SCORE WHERE NECESSARY**

**FOR FURTHER INFORMATION PLEASE CALL 020 8887 7333  
OR EMAIL [Millfield.hire@enfield.gov.uk](mailto:Millfield.hire@enfield.gov.uk)**

# General Information

## By Train:

From Liverpool Street Station stop at Enfield Town Station.

From Moorgate and Finsbury Park stop at Enfield Chase Station.

## By Road:

A105 (London Road, Silver Street) and A110 (Windmill Hill, Church Street, Southbury Road)

## Parking

Pay & display parking areas. Palace Gardens Car Park - Sydney Road (530 spaces) and Genotin Road Car Park. See map for further parking areas.

## By Bus from:

Enfield Lock - 121

Edmonton Green - 191

Tottenham Hale - 192

Barnet- 307

Potters Bar - 313

Waltham Cross - 317

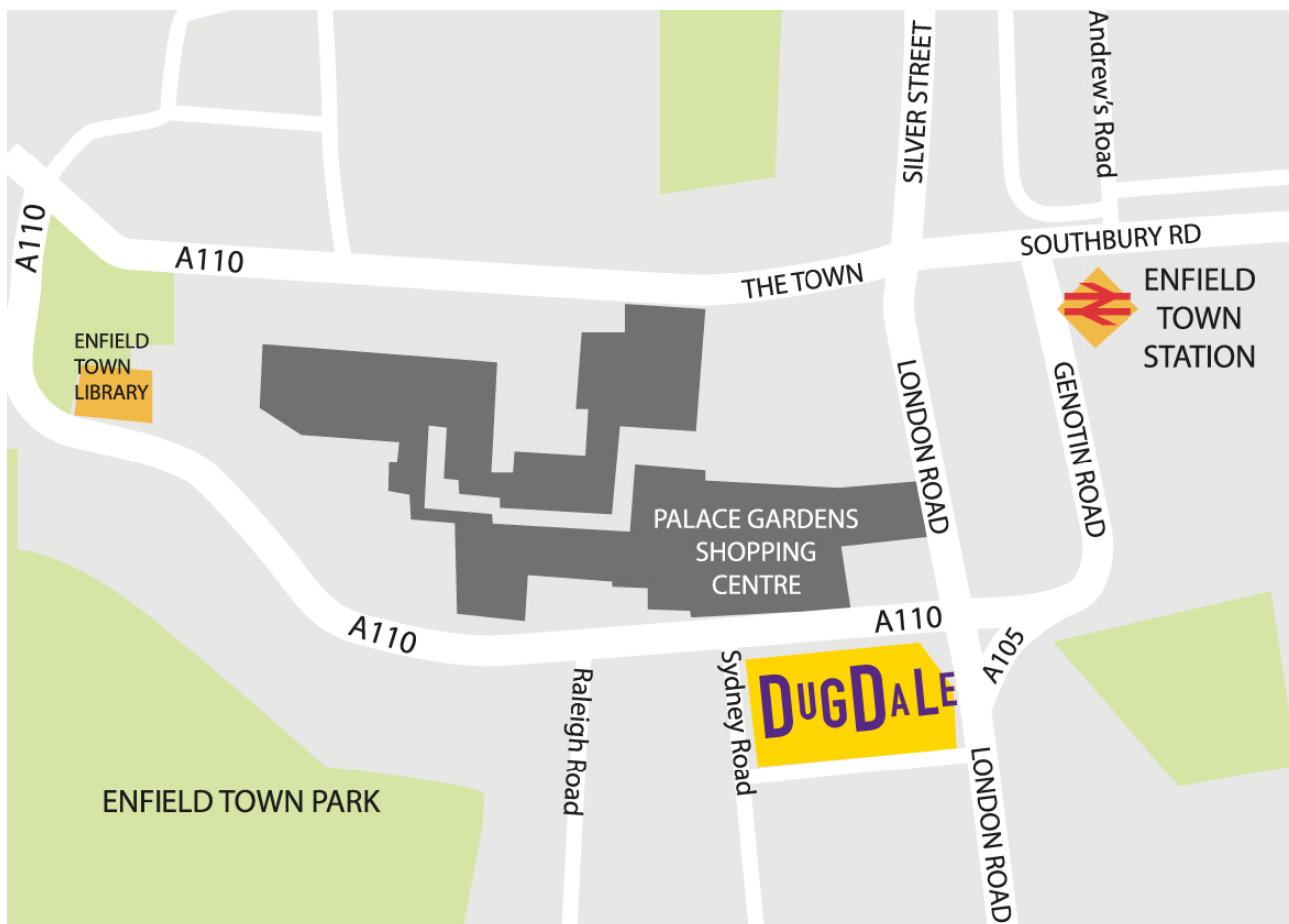
Wood Green - 121, 231, 329, and N29

Oakwood - 377

Chase Farm Hospital - W8 and W9

Southgate - W9

Crews Hill - W10



# Theatre Technical Specification

## Load-in

Load-in to venue is via a fire exit located USL with level access to the performance space.(1600mm Width by 1800mm). No free onsite parking is available, however there are many local car parks.

## Floor

The Dugdale Centre has a raised 10mm plywood floor. Please note that under no circumstances can the use of any hardware i.e. screws and nails be used on this floor. Special care must be considered when moving tables and chairs within this space. The floor may be painted provided it is returned to black at the end of the production run and at the company's expense.

## Rigging

The Dugdale Centre has a total of six lighting bars at 11500mm length with a trim height of 3750mm with an equal distance of 2000mm between each bar. A total of seven cross bars at 10,000mm length run across the lighting bars with an equal distance of 2000mm between each bar. Please note that the central cross bar is not in conjunction with the bleachers central seat.

Soft masking runs along each side of the performance space. Black tabs also run US of LX 6 at a width of 13500mm.

The Dugdale Centre holds a stock of both Aluminium and Steel Scaff tubes of various lengths along with rigging accessories such as Scaff Clamps and Scaff Couplers.

## Tabs

There are two fixed tab tracks running across the stage (see plan pg7) one upstage, this can be roped as a swipe, and one down stage this can be roped as so two tabs overlap in the middle and part to opposite sides.

## Tab Stock

One full set of black tabs  
A selection of additional black legs  
One Star Cloth  
Two Star Legs

## Access

1 x 10 Rung Zarge  
1 x Tall A Frame step ladder  
1 x Small A Frame step ladder

# Lighting

## Control

ETC Element: 250 channels, 40 submasters, 2 DMX outputs  
Strand Classic Palette: 512 channels, 32 submasters, 1 DMX output  
1 DMX Splitter for patching DMX to various points around the venue via Ethernet.  
DMX points located on LX1 and LX6

## Dimming

72 channels of Zero88 chili Dimming spread over six IWB's (please see plan) 2k per channel.  
**Please Note:** Dimmers are split 1-24, 25-48, 49-72 and each dimmer has a maximum load of 63a.

## **12 Channels of Zero 88 Dimming for floor circuits - 6 USL and 6 USR (32a Load per dimmer)**

## Power

6 x 16a single phase at grid height upstage  
2 x 32a single phase USL (Only available if you are not using the floor circuit dimmers)  
10 x 13a at floor level on a 32a Ring Main

## House Lights

Twelve 120w floods over the main seating area, two over each bank of side seating and birdies at each entrance. All controlled by the lighting desk. (Dimming separate to above)  
Working lights comprise of blue LED birdies.

## Cabling

15a

50 various lengths of 15a TRS ranging from 1m to 25m lengths

18 x 15A Grelcos

13a

20 x 10m lengths of 13a terminating in either 2, 4 or 6 way socket boards.

A good quantity of IEC and Powercon Leads

DMX

Various lengths DMX 3 and 5 pin

DMX terminators

Adaptors between 3 and 5 pin DMX

Ethercon and Ethernet to 5pin DMX for patching

Adaptors

Adaptors between 13a/15a/16a/32a with various combinations

### **Fresnel's**

12 x Selecon Rama 1200w (with Barndoors and Colour Frame)

21 x Selecon Acclaim 650w (with Barndoors and Colour Frame)

### **Profiles**

3 x Selecon Acclaim Zoom 18-44' 650w (with Shutters and Colour Frames)

3 x Selecon Acclaim Zoom 24-44' 650w (with Shutters and Colour Frames)

8 x S4 Junior Zoom 25-50' 575w (with Shutters and Colour Frames)

### **Parcans**

25 x Par 64 1000w CP62 (with Colour Frames)

### **Floods**

2 x Selecon Single Cell Floods 650w

### **LED**

2 x Chauvet LED Shadow™ Ultraviolet Flood (3pin DMX)

12 x Chauvet COLORado™ 1-Tri Tour LED Parcan (3pin DMX)

3 x DTS LED Fresnel (5pin DMX)

**Accessories** 1x Unique 2 Hazer with DMX (5pin DMX)

4 x Tank Traps 2 x 30cm

Mirror Balls and Motors

Martin QFX150 Lightsource for Starcloth

Assorted Gel, Gobos, Gobo Holders, Iris's

# Sound

## **Sound Console**

Yamaha LS9/32 Digital Mixing Console 32in 16out. Mix position is located in the Control Room.

## **FOH PA**

2 x Martin Audio AQ 12 Mid/high 300w AES

2 x Martin Audio AQ 12's Mid/high 300w AES - Rigged as a centre cluster

2 x Martin Audio AQ 212 Subs 800w AES

## **Additional Speakers for Horseshoe/Cabaret layout**

4 x JBL Control 1 Pro 100w rigged as side fills

2 x QSC KW153 Twin 15" speakers for use in Cabaret layout and with bands.

## **Amps and Processing**

All controlled via LS9 and MC2 Amps. The PA is set up to be Main Left & Right, Centre Left & Right, Sub, and Side Fills. Access to the speaker configuration is not permitted. All Speakers are permanently rigged.



### **Monitoring**

6 channels (6 mixes) of amplification available on stage for wedge monitors  
2x Turbosound NUQ-10 (300w RMS) with brackets for rigging  
2 x JBL JRX112M (250w RMS)  
2 x LD V12 (500w RMS)

### **Play Back**

1 x Tascam CD Player  
2 x Macbook Pro with full Qlab License

### **Cabling**

1 x 32/8 Digital Multicore (patching at stage end USC).  
2 x 20m 8 way Multicore/satellite boxes.  
Various lengths of XLR  
Various lengths of Jack to Jack and other audio adapters.  
Various lengths of Speakon NL4

### **Accessories**

Selection of Stands, Clips, and accessories for all above microphones.  
2 x Short Stands for Kick drum mic  
2 x Speaker Stands

### **DIs**

6 x EMO mono DI Boxes  
1 x Radial ProD2 Stereo DI Box

### **Wired Microphones**

3 x Beta 584 x SM 58  
6 x SM 57  
1 x Beta 52A Kick Drum  
2 x Sennheiser e614 condenser mic's  
2 x AKG C568B Rifle mics  
6 x Audio-Technica Pro 490L Lectern/Table top mic's with bases.

### **Wireless Microphones**

4 x Sennheiser EW100 G3 Channel 39 receivers (Fixed Site License)  
4 x Sennheiser EW300 G3 Channel 39 receivers (Fixed Site License)  
8 x Sennheiser EW100 G3 Channel 39 beltpack transmitters  
4 x Sennheiser EW100 G3 Channel 39 handheld transmitters  
4 x Sennheiser EW300 G3 Channel 70 receivers (Deregulated)  
4 x Sennheiser EW300 G3 Lapel (Ch 70 deregulated)  
4 x Standard tie-clip/lapel mic's for use with above  
8 x CPC Headset mic's for use with above  
Selection of Stands, Clips, and accessories for all above microphones.  
2 x Short Stands for Kick drum mic  
2 x Speaker Stands

### **Touring PA System (for use outside Main Auditorium)**

The Dugdale Centre has two touring PA systems available for use

## **Large System**

1 x Allen and Heath GL2400: 16 mono plus 2 stereo inputs, 6 Auxiliaries, 4 Groups, Left, Right and Mono plus 4 channel Matrix.  
Outboard Rack containing  
2x Yamaha 2x31 band graphic EQ's  
1x Lexicon MX400 Dual Stereo Effects Unit.  
1 x Denon CD/DVD Player

## **Small System**

Small 6 channel Allen and Heath desk, and QSC amp, flightcased as a unit with two channel 70 radio microphone receivers.

## **Communications**

1 x Canford Audio Master Station (located in the Tech Box)  
6 x Single channel belt-packs and single muff head sets.  
Comms connection points located in the Tech Box, USR and USL  
Back stage relay.  
Microphone located in auditorium and is independent of the theatrical system.  
FOH and BOH Paging via Cloud system.  
Paging mics situated in control room and behind box office.

## **Instruments**

1 x K.KAWAI Baby Grand Piano (black) 1x Keyboard - Yamaha Clavinova  
10x basic folding music stands

## **Provision for the hard of hearing**

We provide an Sennheiser infra red hearing loop system with neck mounted receivers for the hard of hearing. This system is completely independent of the theatrical system and transmits a signal from an auditorium mounted microphone.

## **Video**

1 x Sanyo PLC ZM5000L LCD projector. 5,000 lumens.  
Inputs: HDMI, DVI, RGB, S-Video, composite video, component video. Located on LX1  
1 x Panasonic D4000 Projector. 4,000 lumens Inputs VGA, Mini DIN 4-pin, BNC x 5, DVI.  
1 x DMX Projector Shutter 1 x Sony Blu-ray DVD Player 1 x Denon DVD Player  
2 x Apple MacBook Pro (full Qlab License)  
1 x Toshiba PC Laptop  
Main screen 6000x3400mm is situated at the back of the playing area  
Second screen 3000x1070mm is situated just downstage of the main screen in front of the black tabs.  
Various lengths of VGA, BNC, HDMI and Ethernet cables, plus adaptors are available.  
Please contact us with your requirements.

## **Dressing Rooms**

All dressing rooms are fully air conditioned

**Dressing Room 1** (Ground Floor) Capacity - 6 Lit dressing mirrors, dress rails, toilet and shower facilities.

**Dressing Room 2** (Ground Floor) Capacity - 4 Lit dressing mirrors, dress rails, sink.  
Tea and Coffee making facilities

**Dressing Room 3** (Ground Floor) Capacity - 10 Lit dressing mirrors, dress rails, toilet and shower facilities.

There are Ladies and Gentlemen's toilets with shower facilities on the ground floor. The Dugdale Centre does not hold a stock of towels. Irons and Ironing Boards are available on request. Clothes washing and tumble drying facilities are currently not available at Dugdale.

## **Disclaimer**

Dugdale Centre staff reserve the right to restrict access to any of the above at our discretion. We also reserve the right to eject any person from the premises whom we deem to be acting irresponsibly or unsafely. Hirers should consult their hire packs for additional surcharges on some of the above. We cannot guarantee that all equipment will be in good working order and available for use at the time of your visit. Dugdale Centre is a no smoking building and we do not permit alcohol to be consumed back stage.

# Terms and Conditions

Please Note: Your tickets will not be released for sale until this form has been completed and returned.

## STANDARD CONDITIONS OF HIRE

### **1. Applications**

- 1.1 Applications for hire shall be made, in writing, on forms obtainable from the Manager stating the Purpose of the Hiring and whether the use of any equipment is required.
- 1.2 No application shall be considered from any persons under 21 years of age.
- 1.3 The Manager has the right to refuse any application without having to give any reason for such refusal.
- 1.4 The Centre reserves the right to amend these conditions and regulations at any time without prior notice.

### **2. Facilities**

- 2.1 Use of the Theatre includes use of the changing rooms associated with it and the Green room.

### **3. Period of Hiring**

- 3.1 Dates and times of the Hire required must be clearly stated on the Application form.
- 3.2 All Areas will be fully vacated prior to the completion of the period of Hiring.

### **4. Electrical Equipment**

- 4.1 No lighting, heating, power or any other electrical fitting or appliance in the Area is to be altered with or otherwise interfered with.
- 4.2 No lighting, heating, power or other electrical fittings or appliances are to be installed or used without prior consent of the Duty Manager and any electrical equipment brought into the Centre must carry a current Certificate of Testing.
- 4.3 Any electrical disco/entertainment equipment brought into the Centre must carry a current certificate of testing which should be supplied to the Hire Manager prior to the Hire period.

### **5. Health & Safety**

- 5.1 No objects containing inflammable gas shall be sold or exhibited or used in the connection with the Hiring.
- 5.2 Explosive and inflammable articles shall not be brought to or used in the Centre without prior written consent from the Theatre Manager and the Hirer shall be responsible for ensuring that anything used in connection with the Hiring is non-flammable.
- 5.3 The Hirer must not bring in any substances which are subject to the COSHH (Control of Substances Hazardous to Health) regulations, unless this has been formally approved by the Theatre Manager prior to the Hire period. The Hirer must also show a safe system of work, approved by the Theatre Manager. These must be supplied with the substances brought in by the Hirer prior to the Hire period and agreed by the Theatre Manager.

## **6. Health and Safety Supervision**

- 6.1 During the period of Hiring, the Hirer is responsible for
  - 6.1.1 The efficient supervision of the Area including (without prejudice to the generality of the above.)
    - 6.1.1.1 the effective control of children including safe-guarding and complying with the venues Child Safe-Guarding Policy.
    - 6.1.1.2 the orderly and safer admission and departure of persons to and from the Area the orderly and safe vacation of the Area in the case of emergency under the guidance of Centre staff who should be informed immediately should such an emergency evacuation be necessary.
    - 6.1.1.3 the safety of the Area.
  - 6.1.2 the preservation of good order and decency in the Area.
  - 6.1.3 Ensuring that all doors giving egress from the Area remain unobstructed and immediately available for exit.
- 6.2 The Hirer or the authorised representative whose name should be given to the Duty Manager prior to the Period of Hiring must be in attendance throughout the Hiring.
- 6.3 The Hirer shall ensure that the maximum number admitted to the Area during the Period of Hire shall not exceed the number agreed with the Duty Manager prior to the period of Hire
- 6.4 Should the Hirer deem it necessary to summon the Emergency Services of Fire, Police and/or Ambulance the Duty Manager must be informed.
- 6.5 Upon hearing an alarm bell/siren, all persons should proceed to the nearest 'FIRE EXIT' and exit the building as calmly as possible. Everybody shall then proceed to the assembly point. (Please check this prior to your period). The Duty Manager will inform you when it is safe to re-enter the building.
- 6.6 The Hirer must immediately report all accidents to the Duty Manager on site. The Hirer must not attempt to administer first aid themselves unless qualified to do so. The centre will not be held responsible for actions of first aid taken by the Hirer.

## **7. Qualifications**

- 7.1 The Hirer shall be responsible for ensuring that any necessary disclosure from the disclosure and barring service is obtained on all persons supervising children and young persons under 18 years of age.

## **8. Decorations and Advertising**

- 8.1 No bolts, nails tacks, screws, bits, pins or any other like objects are to be driven into any part of the Centre fabric fixtures and fittings furniture or other property nor is any adhesive substance to be attached to it.
- 8.2 No placards or other articles to be affixed to any part of the Centre.

8.3 The Duty Manager reserves the right to remove any permitted posters, boards signs, flags or other emblems or advertisements that become untidy or unsightly.

## **9. Statutory Requirements**

9.1 The Hirer must not permit any act, matter or thing that would or might constitute a breach of any statutory requirement affecting the Centre or which would or might invalidate in whole or in part any insurance effected in respect of the Centre.

## **10. Public Entertainment Licence**

The Hirer must comply with all conditions and stipulations of the Centre's premise licence. Available for inspection of request.

## **11. Copyright Works**

11.1 In use of all or part of the Centre the Hirer is not to infringe any copyright or allow any copyright to be infringed. If the use of all or part of the Centre will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copyright subsists it will be the responsibility of the Hirer to obtain prior to the period of Hiring the consent of the owner of the relevant copyright and to pay all composers, authors, publishers and other fees and royalties that may be payable in respect of the function to be held during the period of hire.

11.2 The Hirer must supply to the Manager (if so required) at the time of booking a copy of the programme of any entertainment to be given at the function and must provide evidence as the Theatre Manager may (reasonably) require of compliance with this condition. Use of any film needs to have appropriate copyright. Prior to the performance, original work only to be videoed if permission is agreed with Technical team.

## **12. Broadcasting and Filming**

The Hirer is not to grant broadcasting or filming rights without prior consent from the Theatre Manager.

## **13. Film Exhibition**

No cameras or video recorders of any description to be used in the Auditorium.

## **14. Gambling**

No sweepstake, raffle, tombola or any other form of lottery is to be permitted to taken place in the Centre except a lottery:

14.1 That is lawful under the Lotteries and Amusement Act 1976.

14.2 For which the Prior consent of the Manager has been obtained

14.3 Which is conducted strictly in accordance with the relevant stator provisions.

## **15. Bars and Catering**

No Liquor, soft drinks, or refreshments is to be brought into or sold on the premises by the Hirer (including no other caterer) unless previously agreed by the Theatre Manager. No alcohol either backstage or on stage.

## **16. Smoking**

Smoking (including Vapes) is not permitted within the Theatre.

## **17. Expiration of Period of Hiring**

At the expiration of Period of Hire, the Hirer is to:

17.1 Leave the Theatre and stage set up in the condition found.

- 17.2 Leave the Subject area to the Hiring in a clean and orderly state, free of litter.
- 17.3 Remove all equipment previously brought in by or on behalf of the Hirer unless prior consent has been obtained from the Theatre Manager for some or all of this equipment to be stored in the Centre.

#### **18. Agreement Personal to the Hirer**

The benefit of Agreement is personal to the Hirer and is not assignable or capable of being sub-hired.

#### **19. Damage to Millfield Arts Centre**

- 19.1 It is the responsibility of the Hirer to Check the area of hire prior to the Period of Hire and report any damage to the Duty Manager.
- 19.2 The Hirer with pay to the Centre on demand the cost of repair of any damage except of fair wear and tear occasioned to the areas subject to the hiring or to the fixtures, fittings, apparatus, equipment or furniture contained therein and caused by him or any other persons under his control during the Period of Hire
- 19.3 The Theatre Manager will assess the cost of the necessary repair or alternatively the Hire may at his/her own expense obtain an assessment from an independent but qualified third party provided that such a third party is acceptable to the Theatre Manager.

#### **20. Injury to Persons and Loss of Property**

- 20.1 The Centre will not be liable for the death or injury to any persons attending the Centre for the function which is the subject of the Hiring or for any losses, claims, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death, injury or loss is due to the negligence of the Centre.
- 20.2 The Centre will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles, gifts or property of any kind (including equipment) brought into or left at the Centre either by the Hirer for his own purposes or any other person or left or deposited with any other officer or employee of the Centre.
- 20.3 The Hirer will indemnify the Centre against all such liabilities as are mentioned in the Condition.

#### **21. Public Liability for Hirers charging an entry fee**

The Hirer is to have in force throughout the Period of Hiring a policy of insurance effected with a reputable insurance company. The Hirer may be requested to produce proof of insurance at the Hire Managers request.

#### **22. Further Exclusions of Liability**

- 22.1 The Centre will not be liable for any loss due to breakdown of machinery or equipment failure, supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the Centre to be temporary closed or the Hiring to be interrupted or cancelled.
- 22.2 The Centre gives no warranty that the Centre is legally or physically fit for any specific purpose.

#### **23. Right of Entry**

The Centre reserves the right for duly authorised members or officers or employees of the Centre to enter the Area that is the subject of the Hiring at any time for any authorised purpose.

#### **24. Cancellation by the Hirer**

- 24.1 If the Hirer wishes to cancel the Hiring in whole or in part written notice must be given by the Hirer to that effect.
- 24.2 Such notice Must be given one month prior to the Period of Hiring.
- 24.3 Failure to provide the required period of notice will cause the amount of money already paid to be forfeited. Any deposit paid is not refundable.

#### **25. Cancellation by the Centre**

- 25.1 The Theatre Manager may cancel the Hiring if the Centre is required for any purpose in connection with a Parliamentary or Local Government election, special event or if the Centre or that part subject to the Hiring is rendered unusable by any such event mentioned in Condition 23. 1
- 25.2 If the Hiring is cancelled for any such reason as referred to as Condition 25.1 the Theatre Manager will give to the Hirer the Maximum possible notice and refund the fee payable in respect to the Period of Hiring affected but will not otherwise be liable to the Hirer.
- 25.3 Should the Theatre Manager at the time be of the opinion that it is likely to be of an objectionable nature they shall have the power to cancel the Hiring immediately and show reserve the right to refuse admission to or remove from the centre any person without stating a reason.
- 25.4 The Theatre Manager reserves the right to terminate any Hiring in the event of the Hirer failing to comply with any requirement imposed by the Centre. The Manager will not refund any payment in respect of the Hiring and shall not be liable to pay any compensation or indemnify the Hirer for any loss.

#### **26. Breach by the Hirer**

If the Hirer fails to observe and perform any of these Conditions the Theatre Manager may:

- 26.1 Charge to and recover from the Hirer any expenses incurred by the Centre in remedying such failure including cost of employing attendants, cleaners or other persons as may be appropriate and
- 26.2 Cancel the instant or any other Hiring of the Centre by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise.

#### **27. Merchandising**

The merchandising of confectionery, drink, clothes or any other sellable items is not permitted without the prior consent of the Theatre Manager.

#### **28. Complaints**

Any complaints arising out of the Hiring must be made in writing to the Theatre Manager within 7 days of the expiration of the Period of Hiring.

#### **29. Amended Conditions**

- 29.1.1 The Centre reserves the right to amend the Standard Conditions at any time without notice.
- 29.1.2 Such amendment would include a request for an increased fee from the Hirer who has already paid a deposit or the full amount for a booking.

#### **30. Scale of Charges**

- 30.1 The scale of charges shall be as laid down and published by the Hire Manager.
- 30.2 The Theatre Manager reserves the right to vary these charges at any time.