

www.acta-bristol.com

acta centre
Gladstone Street
Bedminster
Bristol, BS3 3AY

Bookings Policy

This policy covers all bookings of the acta centre, including all hires and any other users, and will be effective for all users from 7 September 15.

acta is particularly keen to welcome bookings for cultural events and activities for local people, that enhance the existing acta programme.

NB As a theatre venue, the acta centre is not available to hire for private parties.

There are two hall spaces available for hire within the acta centre and covered by this policy:-

- 1) The Theatre - 9.3m x 13m – includes level access end on stage area, x 20 chairs and black drapes around the walls. There is a raked seating unit (for up to 70 people) stored at the back of the Theatre and a side stage dressing room both available to hirers on request (see additional charges below.)
- 2) The Studio – 5.5m x 9.5m – includes level access end on stage area with black drapes, sound and lighting, suitable for performances for up to 40 people. Can also be set up for meetings and presentations – chairs & tables will be provided on request, and a projector & screen is also available (see additional charges below.)

Both spaces are located off the acta centre foyer and reception area, which includes a kitchen / bar area. Teas & coffees for events in both the Theatre and the Studio can be provided (see additional charges below), or please check at time of booking for the foyer bar opening times.

NB Hirers may not bring in their own food or drink to consume at acta centre, but special arrangements can be made for acta to provide refreshments for events from the kitchen / bar area.

Bookings Procedure

1. Please visit calendar on acta website to check availability
www.acta-bristol.com/about-us/acta-centre/
2. Contact the acta office if you need further information about a potential booking, tel. 953 2448 / info@acta-bristol.com.
3. Complete & return a booking form.
4. Once this booking form has been received, your booking will be confirmed and charges will apply in the event of a cancellation.
5. Bookings made should only occupy the space during the hours that have been booked. All setting and clearing up should be done within the hours booked.

Hire Charges

£20 per hour to any charity, community / voluntary sector group.

£35 per hour to any statutory group.

To a maximum daily rate of:

£160 to any charity, community / voluntary sector group.

£280 to any statutory group.

The acta centre is not normally available to hire on Sundays and Bank Holidays, but it may be possible to make a special arrangement with the Building Assistant. In these circumstances, we reserve the right to make an additional charge.

There is a minimum charge of £20 for any hire.

All hire charges must be paid in full within 7 days of the hire date.

Invoices will be provided in advance of the hire where necessary, to ensure prompt payment.

Additional hire charges

When hiring the Theatre, hirers may use the chairs provided free of charge. In the Studio, **chairs and tables** and a **flipchart** (bring own papers & pens) can also be provided free of charge, but must be requested in advance on your booking form.

In the Theatre, we have a **raked seating unit** available to pull out when necessary, at one end of the hall, which provides bench seating to seat up to 70 people. If you would like to hire the seating unit to use, there is a **charge of £50**. (The seating unit needs to be pulled out in advance of your hire, and put away after your hire, so must be booked in advance to enable acta to make the necessary arrangements.)

We are also able to supply **teas & coffees** for hirers of the acta centre hall, at an additional **charge of £1.50 per person**. Again, please let us know your requirements in advance.

Theatre **lighting & sound** equipment is also available to use **in the Studio**.

- The sound system (speakers, cd player, ipod dock, optional microphone) need to be booked in advance and are **charged at £10 (voluntary) / £15 (statutory) per hour**.
- The theatre lighting must also be booked in advance, and provides a series of general lighting states for the performance area – also **charged at £10 (voluntary) / £15 (statutory) per hour**.
- The projector and screen must also be booked in advance – also **charged at £10 (voluntary) / £15 (statutory) per hour**.

NB In some circumstances, it may also be possible to use theatre lighting & sound equipment **in the Theatre**, but this is not always possible, and access is more difficult. Please call to discuss further.

Q Build portable staging is available to hire to set up in both spaces, and can be used to create raised stage areas, or to raise the audience in the Studio. Please call to discuss further.

Cancellation Charges

Confirmed bookings which are then cancelled will be subject to a cancellation fee:-

0-7 days notice given	=	100% of hire charge
Any other period of notice given	=	50% of hire charge

Name of Organisation
Address
Telephone Number
Email Address
Name of person responsible for hire
Date(s) of hire
Time of hire (Including time to set up & clear away)
No. of people attending
Purpose of hire e.g. meeting, rehearsal
Equipment required (e.g. sound, lighting, seating unit, chairs, tables – include hours needed.)
<p>Teas & Coffee required</p> <p>We can provide a selection of teas, coffee & biscuits to be laid out in the hall for your hire, at a cost of £1.50 per person. Please state how many people you would like refreshments for (maximum 80 people):-</p> <p>Refreshments for people @ £1.50 per person</p>

I have read, understood and agree to comply with all the terms & conditions of hiring the acta centre hall.

Signed: Date:

Name (printed):

Terms & Conditions of Hire

A Responsible Person

When bookings are made, the hirer should ensure that a responsible person (over 18 years old) is identified on the booking form and for the duration of the hire. S/he will have responsibility for the safe use of the premises and its contents, to include the behaviour of persons using the premises, safety/security arrangements and all other conditions of hire. The hirer must not compromise the security of the premises.

The acta Building Assistant will be responsible for your hire, including opening and closing the building if outside of normal working hours, and liaison with the hirer's responsible person.

Damage

In the event of damage to the premises or equipment, **acta** will make good the damage and the costs will be charged to the hirer. Items should not be attached to the walls, floors or surfaces without the consent of the acta Building Assistant.

Purpose of Hire – Health & Safety

The hirer shall not use the premises for any unlawful purpose or in any unlawful way, or do anything, nor bring anything onto the premises that may endanger the premises or its users, or contravene any acta policy.

The hirer is responsible for conducting their own risk assessment of the event for which they are hiring the acta centre hall, and acta reserves the right to request a copy. The hirer is also responsible for ensuring the safety of any equipment brought into the centre, e.g. PAT testing of all electrical equipment.

If you require further information about any health & safety arrangements at the acta centre, please contact the acta office. A copy of acta's health & safety policy is available from the office.

Accessible areas

During any hire of the Studio or Theatre, the hirer and their group may also access the foyer and the toilet facilities – access to the upstairs and other parts of the building are strictly forbidden. (If refreshments have been ordered, they will be laid out in the Hall, and should be left in the Hall at the end of the hire – hirers are **not** able to access the kitchen facilities.)

It is the responsibility of the hirer to ensure that all persons involved with the hire comply with these access requirements.

We aim to ensure the acta centre is an accessible building. We have one disabled parking space. All parts of the building are wheelchair accessible.

Use of the Lift

The lift should only be used by people unable to access the stairs into the Theatre e.g. those with disabilities, those with pushchairs/prams etc. It is the responsibility of the hirer to ensure that the lift is not used inappropriately during their hire period i.e. by those that can use the stairs.

There is level access to the Studio space.

Car Parking

There is one parking space for disabled drivers within the perimeter fence of the acta centre and a small car park (for approximately four cars). On street parking is available adjacent to the building on Stanley Street, Palmerston Street and Gladstone Street.

Baby-Changing & Pre-school group facilities

There are baby-changing facilities in the disabled access toilet off the foyer.

Cleaning / clearing-up

The hirer must leave the premises in the condition in which it was hired. Litter must be cleared away and furniture/equipment replaced. In case of spillages, cleaning equipment will be available to mop up, to ensure the space is safe – please check with the Building Assistant on arrival. Any tables and chairs that are used must be stacked and left as found. The hirer is responsible for stacking chairs and leaving them in the condition in which they were found. Any damage to tables and chairs will be charged to the hirer.

Storage

Unfortunately there is no storage space available for the hirer to use between hire times. All equipment and materials must be removed from the building at the end of every hire.

Personal Belongings

acta cannot be held responsible for loss or damage to personal property or equipment used throughout the hire. Lost property will be held at the **acta** centre for up to a week after the hire period.

Animals

Animals are not permitted on site, with the exception of guide dogs.

Insurance

You are responsible for having adequate insurance in force for all legal liabilities which could arise, including death and personal injury to third parties (including employees and volunteers), or damage to the property or property of others, arising out of their occupancy and activities whilst at the acta centre. (Whilst acta has its own combined insurance policy, to include public liability cover for acta events within the centre, this cover does not extend to events and activities delivered by other organisations hiring the premises.)

Alcohol, Illegal drugs and smoking

The acta centre site is a no smoking area. Please ensure smokers go outside of the main gates to smoke. The consumption of illegal drugs is also strictly forbidden on site. People under the influence of alcohol or illegal drugs should not enter the premises.

It is strictly forbidden to bring alcohol (and any other food and drinks for events) onto the site. People may only consume alcohol purchased on site.

The hirer must comply with all the above terms & conditions of the hire.