

“acta Booking Information

www.acta-bristol.com

acta centre

Gladstone Street

Bedminster Bristol,

BS3 3AY

Helpful Information about your booking:

Below you'll find some further details about your booking and the options available to you.

Studio:

(5.5m x 9.5m) Maximum capacity 45 persons

Chairs & Tables

We have four large trestle tables available and up to 45 chairs provided free of charge, but must be requested in advance on your booking.

Studio Theatre lighting & sound equipment

The following equipment is available to use in the **Studio**, but must be booked in advance on your booking form.

- **sound system** (mixing desk, speakers, cd player, ipod dock, optional microphone)
- **theatre lighting** provides a series of general lighting states for the performance area.
- **projector and screen** can be used on its' own for visuals only, or can be set up to include sound via sound system. Presentations from Laptops and tablets can be used with this system.

Induction loop system

The **Studio** also includes an induction loop system. Induction loop systems help hearing aid users to pick up sounds more clearly. They work in a particular area when a hearing aid is switched to the 'T' setting (or loop programme). This allows focus on sounds – such as a person speaking – from the loop system microphone.

Staging

Q Build portable staging is available to hire and can be used to create raised stage areas. Please call to discuss further.

Theatre:

(9.3m x 13m) Maximum capacity 90 persons

Theatre Raked Seating

In the **Theatre Hall**, 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.)

There are also up to 20 extra chairs available in the Theatre, free of charge.

Theatre lighting & sound equipment

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. Once again, please call for a more detailed conversation.

Staging

Q Build portable staging is available to hire and can be used to create raised stage areas. Please call to discuss further.

Flipchart Stand

A flipchart stand can be provided in either space. Please request this in advance on your booking form. (you will need to bring your own papers & pens.)

NB. In most circumstances, hirers wishing to use either of the spaces for theatre performances will also need the acta Production Manager to be available to support the hire. Production Manager technical support hours will be charged at **£25 per hour**. Please contact us for a more detailed discussion.

Dressing Room

There is a side stage dressing room available to hirers on request, this is situated between the **Studio** and the **Theatre Hall**, so can be booked with either of our spaces.

(please see additional charges on page 2 of the 'Hire Booking Form')

Refreshments

Tea, coffee & biscuits for events can be provided both in the **Studio** and the **Theatre Hall**.

We are also able to offer Homemade Cakes (see page 2 of the 'Hire Booking Form' for charges)

If refreshments have been ordered, they will be laid out in the space, and should be left in the space at the end of the hire.

NB Hirers may not bring in their own food or drink to consume at acta centre, and are not able to access the kitchen facilities. But special arrangements can be made for acta to provide refreshments for events from the theatre bar (licensed from 6pm). Please call if you would like to discuss this option.

Theatre Bar

The acta centre Theatre Bar is adjacent to the foyer and reception area. We invite hirers and their groups to purchase refreshments in the Theatre Bar during its' operating hours. (please check for bar opening hours at the time of booking as these may vary)

N.B Hirers are not permitted to make use of the Theatre bar area when it is closed.

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**

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 look after 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.

Health & Safety

The hirer agrees to comply with all aspects of acta's health & safety policy, a copy of which is available from the office on request.

The hirer shall not use the premises for any unlawful purpose or in any unlawful way, or do anything / 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, 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 electrical equipment.

The hirer is responsible for the supervision of all its users at all times; acta cannot accept any responsibility for supervising people e.g. unaccompanied children. It is the responsibility of the hirer to ensure that all persons involved with the hire comply with the acta centre requirements.

If you require further information about any health & safety arrangements at the acta centre, please contact the acta office. The acta Building Assistant will be able to offer further advice on some of the considerations to ensure the safety of your event e.g. fire evacuation procedures.

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.

Car Parking

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

Animals

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

Cleaning / clearing-up

The hirer must leave the premises in the condition in which it was hired. Any damage to tables and chairs will be charged to the hirer. In case of spillages, to ensure the space is safe, please notify the Building Assistant. Please include set up and clearing up time within your booking.

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.

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.

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