

# acta Information and Booking Form

## Space and Availability

There are two hall spaces: The Studio and the Theatre Hall and also a dressing room available for hire within the acta centre from Monday to Saturday.

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

As a theatre venue, the spaces are not available to hire for private parties

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### Studio – (5.5m x 9.5m)

**Features;** *(included within hire rate; for costs see page 3)*

- **Level access** end on stage area with black drapes
- Suitable for performances for up to **45 people seated**.
- **Induction loop system** (for hearing aid users)
- **Meetings and presentations** can be held in the Studio
- **Chairs & tables** 4 trestle tables and 45 chairs available
- **Flipchart stand** provided on request (Hirers will need to bring papers & pens)

**Optional extras;**

*(see page 2 of 'Hire Booking Form' for additional charges)*

- **Refreshments.** Tea, Coffee, Biscuits
- **Projector & Screen.** Presentations from Laptops and tablets can be used with this system.
- **Theatre Lighting.** This lighting rig is fixed and cannot be altered (See Studio Plan & Elevation)
- **Sound System.** Mixing desk, speakers, cd player, iPod dock
- **Technical Support** (subject to availability)
- **Dressing Room.** Side stage dressing room available to hirers on request.
- **Staging.** Q Build portable staging is available to hire



### Theatre Hall – (9.3m x 13m)

**Features;** *(included within hire rate; for costs see page 3)*

- Level access end on stage area
- Black drapes around the walls
- **Chairs & tables** 4 trestle tables and 45 chairs available
- **Flipchart stand** provided on request (Hirers will need to bring papers & pens)

**Optional extras;**

*(see page 2 of 'Hire Booking Form' for additional charges)*

- **Raked Seating.** Seating unit for up to **70 people**
- **Dressing Room.** Side stage dressing room available to hirers on request.
- **Staging.** Q Build portable staging is available to hire
- **Theatre lighting & sound equipment** (with Technician)



### Theatre Bar

The theatre bar is situated outside the Studio doors and may be used by hirers gathering for their event. Hirers must not enter the kitchen area of the Bar.

The Bar area may not be used for formal meetings or used as an additional working space of the hired Studio or Theatre Hall. All furniture must remain in the bar and not be taken into other areas.

The bar area is shared by all users of the building.

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## How to book a space:

1. Check availability by viewing the **calendar** on the acta website: <https://www.acta-bristol.com/calendar/>
2. Alternatively, you can call us on: tel. 0117 953 2448 or email us at [clare@acta-bristol.com](mailto:clare@acta-bristol.com)
3. Read the Terms and Conditions, complete the forms below, sign & return this document.
4. Once this form has been received, an invoice will be raised and sent to the person responsible for payment.
5. Your booking is confirmed once payment has been received.

### **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.

#### **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.

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

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.

#### **Ladder policy**

All acta ladders can only be used by trained acta staff. We cannot provide ladders under any circumstance.

#### **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.

#### **Insurance**

Hirers are responsible for having adequate insurance in force for all legal liabilities which could arise, 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 and refreshments purchased on site. (licensed from 6pm).

#### **Food**

Hirers are not permitted to access the kitchen facilities. Arrangements can be made for acta to provide refreshments from the theatre bar.

#### **Car Parking**

There is one parking space for disabled people within the perimeter fence of the acta centre and a small staff 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, as well as plenty free and paid parking on nearby streets.

**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 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.**

**Please complete the following pages.**

The Booking form can be completed and signed electronically using Adobe Acrobat software which is a free download from <https://get.adobe.com/uk/reader/>

<b>Name of Organisation:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Name of person responsible for hire:</b>	
<b>Name and email address of person responsible for payment</b>	<b>Name:</b> <b>email:</b>
<b>Date(s) of hire:</b>	
<b>Time of Hire</b>	<b>From:</b>
<b>Until:</b>	
(This should include <b>arrival time</b> for setting up until the <b>time you will be leaving</b> the building)	
<b>Purpose of hire:</b>	
<b>Number of people attending:</b>	
There is a fixed limit of 45 seated people for a Studio booking. You have the option of booking the Theatre Hall which has theatre type seating if you expect more attendees to the maximum of 90 people	
<b>Area required:</b>	<b>Studio</b> <b>Theatre Hall</b>
<b>Seating Requirements</b>	
<b>Studio: Chairs</b> Amount (up to 45):	<b>Tables</b> Amount:
<b>Theatre: Chairs</b> Amount (up to 10):	<b>Raked Seating:</b> (Theatre only. Seats up to 70):

**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**

## Hire Booking form – (page 2)

\***Voluntary/Charity sector rate;** applies to any charity, community / voluntary sector group.

\*\***Statutory/Commercial sector rate;** applies to any statutory or commercial group.

Sector type (Please tick relevant box)	Voluntary/Charity	Statutory/Commercial	
<b>Space Hire</b> (hourly rate - max day rate 8hrs)	<b>Cost: per hour</b>	<b>Cost: per hour</b>	<b>How many hours?</b>
Studio	£25	£35	
Theatre Hall	£25	£35	
Dressing Room	£25	£35	
<b>Equipment</b> (hourly rate)	<b>Cost: per hour</b>	<b>Cost: per hour</b>	<b>How many hours?</b>
Projector, Screen & Sound (Studio only)	£10	£15	
Induction Loop (Studio only)	free	free	
Theatre Lighting	£10	£15	
Sound System (Studio only)	£10	£15	
Production Manager Tech Support (subject to availability)	£25	£25	
Staging	Call for quote	Call for quote	
Flipchart Stand (Stand only)	free	free	
<b>Refreshments</b> (per person rate)	<b>Cost:</b>	<b>Cost:</b>	<b>How many people?</b>
Tea, Coffee & Biscuits	£1.50	£1.50	
Jug of tap water & reusable cups	free	free	
<b>Theatre Seating</b> (fixed rate)	<b>Cost:</b>	<b>Cost:</b>	<b>Tick if required</b>
Raked Seating (Theatre only)	£50	£50	

# acta Indemnity Form

## To be signed by the Hirer.

I (hereinafter identified as the Hirer) may use the areas booked within **acta Community Theatre**, actacentre, Gladstone Street, Bedminster, Bristol BS3 3AY.

On signing this form, I hereby indemnify **acta Community Theatre** in respect of the following during the times of hire or any times over and above the hire times where the Hirer as a company or any persons attending occupy the premises on the date(s) of hire.

1. Legal liability caused by the Hirer resulting in injury or death to any persons.
2. Loss or damage to acta property or property under acta's custody which is attributable to any acts or omissions by the Hirer.
3. Any claim made against acta in consequence of any acts or omissions attributable to the Hirer.
4. All costs and expenses that may arise as consequence of any acts or omissions attributable to the Hirer.
5. I agree to the terms and conditions stated in this document.

Signed:

Date: