



CLIFTON  
COLLEGE

# REDGRAVE THEATRE

Contract of Hire  
(7 days or more)

NAME

For any additional information, please contact:

The Redgrave Theatre Production Office  
2 Percival Road  
Clifton  
Bristol BS8 3LE

Telephone:

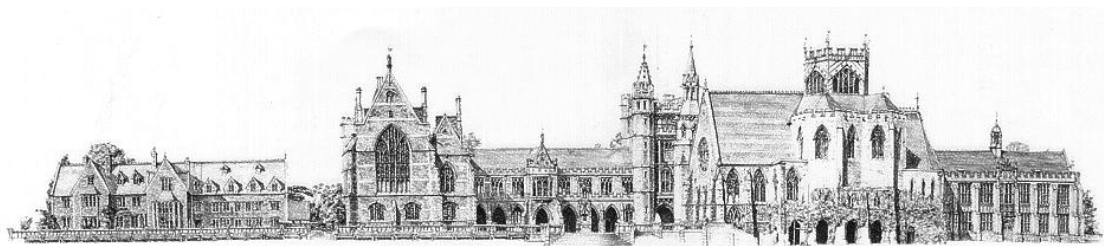
Rob Morris                   0117 3157 282  
D Fells & E Lyons       0117 3157 602

Email:

Theatre Director: [REMorris@clifton-college.avon.sch.uk](mailto:REMorris@clifton-college.avon.sch.uk)

Theatre Manager: [dfells@clifton-college.avon.sch.uk](mailto:dfells@clifton-college.avon.sch.uk)

Technical Manager: [elyons@clifton-college.avon.sch.uk](mailto:elyons@clifton-college.avon.sch.uk)



## SECTION A

### CLIFTON COLLEGE

**General conditions for the hire or use of College facilities by users other than members and staff of the College (who, for the purpose of these conditions, shall be termed the Visitors).**

The following general conditions are in addition to any other terms and conditions for the use of specific facilities of the College. Such as the Theatre, Swimming Pool and Gymnasium, etc., as may be stated by the College authorities, before allowing the hire or use of that specific facility. Agreement to these general conditions is implicit in the use by a visitor of any of the College facilities, unless otherwise agreed by the College in writing.

**(1) Use of Facilities**

Visitors are not permitted to enter any area or rooms, or to use any facilities or equipment, other than those connected with the use of the facilities allotted to them by prior agreement. The facilities may be used only at the times and for the purposes agreed by the College authorities.

**(2) Equipment**

In general, unless otherwise stated, only equipment that is visible and not under lock and key can be made available for the use of the visitors. All equipment should be returned to its proper place after use, and damages or breakages of any kind should be reported to the College within 24 hours.

**(3) Notices**

Unless by prior agreement, visitors are not permitted to smoke in any of the buildings. Visitors must also comply with any other notices displayed in the buildings, e.g. those relating to the wearing white-soled gym shoes in the gymnasium or squash court, or relating to the use of equipment or safety precautions.

**(4) Control and Safety**

Visitors use the facilities and equipment at their own risk. In the case of group activities, and except where special arrangements have been made with the College, the control and instruction of visitors are the responsibility of the visiting organisation concerned.

**(5) Loss of Articles**

The College cannot accept responsibility for the security of any clothing, money, valuables or other property belonging to visitors, nor accept liability for their loss.

**(6) Liability**

Visitors use the College equipment and facilities subject to their acceptance of responsibility for any damage to buildings, or any loss or damage to College property, or any injury to third parties caused by them or their servants or agents. The responsibility of the College for such damage, loss, or injury is expressly excluded.

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## SECTION B

### CLIFTON COLLEGE

**Conditions for the use of the Redgrave Theatre (hereinafter referred to as the Theatre) by persons or organisations other than staff or pupils of Clifton College (such persons or organisations hereinafter referred to as the visitors).**

- (1) These conditions are in addition to the 'General Conditions for the Hire or Use of College Facilities' (hereinafter referred to as the 'General Conditions'), which must be duly signed as agreed by the visitors.
- (2) On the first day of the hire visitors should report to the theatre foyer, where they will be met by the theatre staff. Vehicles can be parked on the double yellow lines in front of the theatre for loading and unloading as long as the driver is available to move the vehicle if requested by either the police or traffic wardens. As soon as the vehicles are unloaded they must be moved to the on-street parking surrounding the theatre. **No parking is supplied by the college for either cast crew or audience members.**
- (3) In accordance with item 1 of the General Conditions, the only areas that may be used are those that have been agreed with the Licensee.
- (4) The use of any equipment must be agreed with the Licensee and any such usage must be in accordance with item 2 of the General Conditions.
- (5) There must be **NO SMOKING** in the theatre at any time.
- (6) Consumption of food or drink in the lighting box and dimmer room is prohibited.
- (7) Visitors use the Theatre and its equipment at their own risk in accordance with the terms of the General Conditions. All reasonable advice and assistance will be given, but the control and supervision of individuals is the responsibility of that visiting group / organisation which must also ensure that these conditions are observed. The person who signs hereunder in agreement to these terms must also undertake responsibility for the control of other members of the visiting group or organisation in accordance with these conditions.
- (8) Notwithstanding that, an abstract of the terms and conditions of the Licence for the Theatre is attached hereto at Section C for signature by the Licensee. The full terms and conditions of the licence must be observed as a part of these Conditions of Hire. A copy of the full terms and conditions of the Licence for the Theatre is available at the Theatre or from the Licensee.
- (9) It is agreed that the Theatre and the areas stated under Conditions 2 and 3 above will be made available for the purpose of this agreement on:

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Visitors are required to note that, during term time, access to the theatre is as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am – 11pm	9am – 11pm	9am – 11pm	2pm – 11pm	5am -11pm	5am-11pm	12pm – 11pm

In addition, the College can request use of such parts of the theatre, outside of the above schedule as may be agreed in advance with the visitor.

- (10) Agreement to these conditions and the General Conditions is in consideration for the use of the Theatre, but in addition it is agreed that the visitor will pay charges at the following rates:

**£1925 (7 x £275) + matinee fee (£60) + programme fee (£100)**

**Plus electricity, hire of additional equipment (if applicable) and technical support (if applicable), + VAT\***

**\*details of these charges are listed below**

This figure will also be deemed to be payable in the event of any circumstances leading to cancellation of the contract by the hirer, except that right to payment may be waived, should the Theatre find an alternative hirer.

(11) Additional charges.

- Electricity – charges at cost as metered.
- Technical Assistance – the duty manager will be available to provide technical assistance to visiting companies, as outlined below:

One member of theatre staff will be present during all performances, including a two hour period prior to each performance and for up to one hour after the end of the performance. Their role is to act in a supervisory position to ensure that the terms of the licence are followed and to deal with any emergencies that arise. In this respect the duty technician can not be involved in any task that cannot be left at a moments notice.

The visiting company will be provided with 40 hours per week (or 8 hours a day) of **reasonable** technical assistance as part of the contract. Note that these 40 hours include the theatre staff's supervision of performances, as outlined above; any additional hours will be charged to the hirer at the rate of £17.50 per hour, plus VAT. **The definition of reasonable technical support will be defined by the theatre manager on a case by case basis.**

Visiting companies are advised to liaise with the theatre manager at the earliest opportunity to discuss the particular technical requirements of their production. The theatre staff may be available to take responsibility for particular aspects of the production, such as lighting or sound etc, but please note that additional charge's will be made if this is the case. Written quotations are available on request.

- If the visitors require extra time to 'load-in' their show, i.e. overnight load-in or if time allows, the day before the commencement of the contract there will be a charge of £200.00 + VAT
- Scenery and Prop Hire – a quotation can be provided.
- Tickets and Box office – printing of tickets/running of the box office is the responsibility of the visiting company. **The Colston Hall can be hired as an agent to sell tickets in advance of the show. If you would like to take advantage of this arrangement the Redgrave staff can supply you with the relevant contact details.**
- Ushers - **It is a legal requirement that four adult ushers are in their allocated places for the duration of any public performance in the theatre, as stated in section C6. The company manager must make these ushers known to the duty manager at the earliest opportunity and in any case 45 minutes prior to the opening of the show.** A staff of competent stewards may be hired at a total cost of £100 per performance. If the duty manager feels that adequate stewarding is not present they will halt the performance immediately.
- The cost of repairing any damages caused by the cast or crew during the hire period may be added onto the final invoice. This may also included additional cleaning costs if due care and attention is not taken.

(12) With reference to item 7 of the General Conditions, it is a requirement that visitors show evidence of Insurance cover for up to a minimum of £250,000. Visitors must ensure that the Theatre is NOT deemed by their insurers to be property under their custody or control.

(13) In view of the Theatre's location in a residential area, visitors are required to take all reasonable measures to ensure that residents are not disturbed between the hours of 11pm and 9am by noise arising either directly or indirectly as a result of their use of the Theatre. **The dock doors and auditorium fire exits must be kept shut while any load noise is being made in the auditorium.**

**In addition to the rules and regulations mentioned above, the visitors must note the following:**

- The Tallescope, when not in use, should always be stored with the green bins to the left of the Theatre and never in the public footpath to the right, which must be kept clear of obstructions at all times.

- IT IS CONTRARY TO THE THEATRE'S LICENCE TO USE ANY ELECTRICAL APPLIANCES WHICH ARE NOT PART OF THE THEATRE'S EXISTING EQUIPMENT, OR WHICH DO NOT HAVE AN UP TO DATE PAT CERTIFICATE. THIS WOULD INCLUDE KETTLES, FRIDGES, POWER TOOLS AND WORKING LIGHTS.
- The Theatre's cinema screen and front of house 'contour' curtain must be available for use AT ALL TIMES and must not be obstructed by any set or lighting construction.
- Visitors are allowed to paint designs onto the stage as long as it is painted over with Rosco black paint during the get out (or at a time convenient to the theatre manager). Unless specified by the Theatre manager the visiting company does not have to paint over the whole stage, for this reason the theatre cannot guarantee the evenness or quality of the black stage to visiting company.
- The Theatre highly recommends that if the visiting company does not have a qualified first aider as part of their organisation that they invite St Johns Ambulance or some other professional First aiders to supervise their performances.

**Invoicing Address:**

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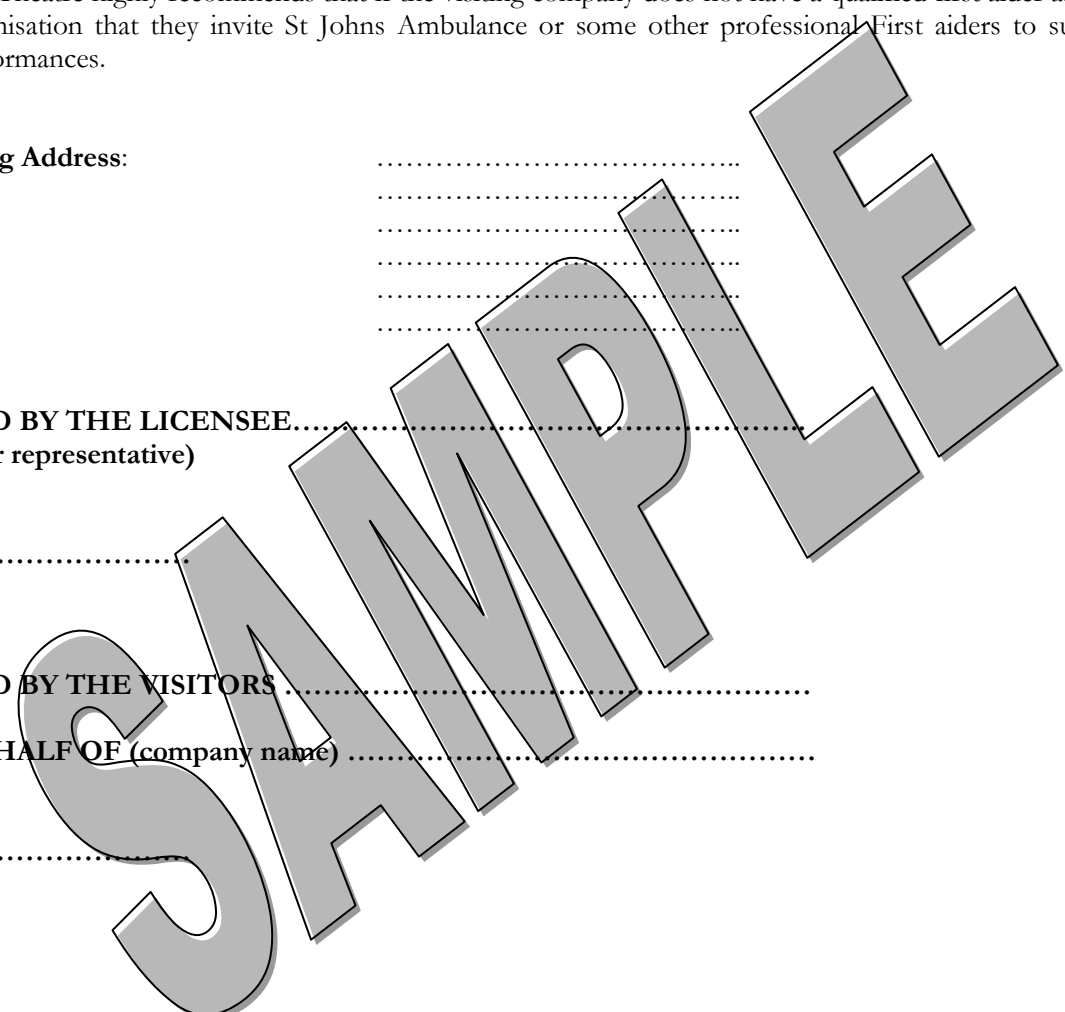
**SIGNED BY THE LICENSEE**.....  
 (Or their representative)

**DATE** .....

**SIGNED BY THE VISITORS** .....

**ON BEHALF OF (company name)** .....

**DATE** .....



SECTION C

CITY and COUNTY of BRISTOL  
THEATRES ACT 1968

Abstract of Conditions of Licence 'B'

- (1) **Dangerous Performances**  
Performances involving danger to the public shall not be given.
- (2) **Overcrowding**  
Overcrowding shall not be permitted in any part of the Theatre.
- (3) **Maintenance of Exits**  
All exit doors shall be available for exit during the whole time that the public are on the premises, provided that any person leaving during the performance, other than in the case of an emergency, may be directed to certain exits at the discretion of the management.

**PLEASE NOTE:** Even if the public are not present, it is essential to ensure that adequate exit passageways and doors are maintained free from obstruction and readily available for use at all times during which the premises are occupied by any person or persons.

- (4) **Gangways**  
All gangways, passages, staircases and exit ways must be kept entirely free from chairs or any other obstructions, whether permanent or temporary. Persons shall not be permitted to sit or stand in any gangways or exits.
- (5) **Notices**  
All approved exit and other notices shall be maintained to the satisfaction of the Licensing Authority.
- (6) **Staff**
  - The Licensee or some responsible person nominated by him in writing for the purpose shall be in charge of, and upon, the licensed premises during the whole time that they are open to the public. Such written nomination shall be continuously available for inspection by authorised officers of the Licensing Authority. The person in charge shall not be engaged on any duties, which will prevent him from exercising general supervision.
  - There shall be on duty upon the licensed premises during the whole time that members of the public are present, a staff of competent adult attendants, who shall have been specially instructed by the licensee or person nominated by him as to their duties in the event of fire or other emergency. The instructions given to the attendants shall aim at the avoidance of panic and the safe evacuation of the premises where necessary rather than the extinction of fire.
  - Four adult stewards are required at each performance. They should be allocated the designated seats near the four doorways. The Licensee must give them their instructions, or person nominated by him, before the audience enters the Theatre. They must remain on duty to the end of the performance.
- (7) At least ten days notice shall be given to the Licensing Authority in writing of any intention to supplement the approved permanent stage lighting and control apparatus with temporarily installed equipment. The arrangement shall comply with such conditions, as the Licensing Authority may consider necessary in any particular place. The maximum loading of the Theatre must not be exceeded in either total or individual circuits.
- (8) It is the responsibility of the visiting company to inform the local Fire Prevention Officer of the dates of their production and to make the necessary arrangements for the inspection of their set.

SIGNED (representative of the visiting company).....

DATE .....

SIGNED (representative of the licensee) .....

DATE .....