



## **PARTY AND EVENT HIRE AGREEMENT**

Thank you for choosing to book with Big Time Studios. We're very much looking forward to hosting your event.

### **The purpose of this policy:**

- To protect hiring clients and their customers/guests who attend Big Time Studios and their families, as well as the staff that work at the studios.
- To provide hirers with the measures we would like them to adopt to ensure their 2021 booking is safe and compliant with government COVID-19 guidelines.

### **1. Maximum capacity**

- 1.1. The Hirer will not exceed the maximum capacities for the Premises.
- 1.2. The maximum capacities is as follows: 80 people to include children and adults
- 2.3. The Hirer shall ensure that no person under 16 years of age is permitted to enter the kitchen without adult supervision

### **2. Use of Premises**

2.1. The Hirer shall not use the Premises for any purpose other than that agreed with the bookings team, and shall not sub-hire or use or allow the Premises to be used for:

- Any political rallies or demonstrations.
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules.
- For functions attended by people whose presence may cause civil unrest or division within the community.
- To an organisation or individual which has been banned by law.
- Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

2.2. The Venue reserves the right to exclude or eject from the Premises any person, and to cancel any booking where it considers:

- That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
- The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue.



- The Hirer shall ensure that no equipment, goods or other materials are left on the Premises overnight unless previously agreed with the bookings team.

2.3. All personal belongings and property are left on the premises at the hirers risk.

### **3. Health and Safety Compliance**

3.1. The Hirer shall comply with all requests of the Venue's Safety Adviser.

3.2. The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire.

3.3. The Hirer shall ensure they are familiar with:

- Current government guidelines relating to Covid-19 in regards to guest capacity, cleaning, social distancing, mask wearing etc...

3.4. The Hirer shall

- ensure clear and unobstructed access is maintained to all emergency exits in the Premises
- ensure fire doors in the Premises are not be propped or left open at any time.

### **4. Alterations**

4.1. The Hirer must not make any alterations to the Premises or any other part of the Premises without the Venue's prior written consent.

### **5. Food and Drink**

5.1. All responsibility for food hygiene, allergen information and health and safety of party goers is the sole responsibility of the hirer. NW7Hub and Big Time Academy Ltd accept no liability. All food hygiene matters and guest safety is the sole responsibility of the hirer.

5.2. The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

5.3. If the Hirer wishes to use caterers on the Premises during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.



## **6. General regulations**

6.1. The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Venue) are displayed or offered for sale on the Premises.

6.2. Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Venue.

6.3. Smoking and/or vaping is not permitted in the Building. The Hirer shall ensure there is no smoking and/or vaping at the Premises.

## **7. Nuisance**

7.1. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.

7.2. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the Building.

## **8. Children**

8.1. The safety and well being of any children attending the event is the sole responsibility of the parents, guardians and hirers.

8.2. Any external contactors and entertainers not brought in by Big Time Academy must hold a relevant enhanced DBS in keeping with the law, and documentation must be made available upon demand.

## **9. Charges, Confirmation and Cancellation**

9.1. The booking will be confirmed upon receipt of a refundable £30 holding deposit.

9.2. The Venue reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Venue, the Venue shall refund any booking or deposit payment to the hirer.

9.3. Where the booking is cancelled by the Hirer less than 24 hours before the first day of the event the amount due must be paid in full.

9.4. The hirer accepts responsibility for any damages and breakages caused to the building and will forfeit their deposit or make good any damage to the building or property.



## 10. End of Hire

10.1. The Hirer shall ensure that the Premises are vacated at the end of the Period of Hire.

10.2. The Hirer shall ensure the Premises and surrounding area are left in a clean and tidy condition and all equipment, goods and other materials including rubbish are removed from the Building at the end of the Period of Hire.

10.3. Where the hire includes use of the kitchen the Hirer shall ensure all crockery, utensils, the cooker and fridge are left in a clean and empty condition. The hirer agrees to forfeit their deposit where the kitchen including any crockery, utensil, the cooker and fridge have not been left in a clean condition.

## 11. Payment and Amount Due

11.1. The Hirer shall make payment of the Amount Due within 14 days of the date of the invoice.

11.2. After 30 days any unpaid invoices will incur interest of 4% per week.

11.3. Concerns regarding pricing should be addressed within 30 days of the booking confirmation issued by the Venue.

<b>Name of Hirer</b>	
<b>Signature of Hirer</b>	
<b>Date</b>	