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**The Turnpike**

**Civic Square**

**Leigh**

**WN7 1EB**

**01942 404 469**

**EXPRESSION OF INTEREST FORM FOR HIRE OF THE TURNPIKE STUDIO**

**Capacity up to 120 dependent on layout, staging and equipment**

|  |  |
| --- | --- |
| Name of Society/ Organisation  |  |
| Name of Applicant (Hirer)  |  |
| Address |  |
| Tel no. / Mobile |  |
| Email |  |
| Type of Activity |  |
| Day and Date:  |  |
| Approximate No. Adults:  |   |
| Approximate No. Children: |  |

**IMPORTANT**

|  |
| --- |
| Have you arranged/ discussed Insurance Cover [ ]  Insurance document to follow [ ] A copy of the hirer’s Insurance & Risk Assessment must be returned with application (see Section 8 of Terms and Conditions for more details).  |
| Have you discussed hire charges and other fees? YES[ ]  NO[ ]   |
| Will your function have LIVE music? YES [ ] \* NO [ ]   |
| If **YES** please give names of performer(s)  |
| Will your event have Records/CD’s/ DVD’s/MP3’s? Any Media Broadcasting? YES [ ] \* NO[ ]  |

\* if you have answered YES you may be subject to a PRS fee (see section 9 of Terms and Conditions)

**Do you require any equipment? (Please tick)**

|  |
| --- |
| Laptop [ ]  |
| Projector [ ]  |
| Screen [ ]  |
| White Wall [ ]  |
| PA System [ ]  |
| Enhanced Computer Speaker [ ]  |

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**Refreshments**

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| --- |
| Do you require: Tea/Coffee /Water /Biscuits/Other?Please give details: |

**Options: Room Layout Plans**

**Please indicate preference**

|  |
| --- |
| **Theatre:** Chairs in lines/rows - facing screen/presenter/show [ ] **Meeting Room:** Table and surrounding chairs [ ] **Cabaret:** Small tables, cloths and surrounding chairs (approx. 4 per table) facing screen/presenter/show [ ]  |

**Turnpike Programme**

Unless otherwise negotiated, other activities shall be running in other parts of the venue throughout any event.

**PLEASE READ TURNPIKE HIRE TERMS AND CONDITIONS BEFORE SUBMITTING THIS FORM**

**Submitting Form**

To save time, please contact Wayne Reedman wayne@theturnpike.org.uk (01942 404 469) to check availability before submitting this form.

Forms should be submitted two weeks prior to the event to wayne@theturnpike.org.uk

**Please return to:**

 **The Turnpike (Leigh) CIC**

**Wayne Reedman BA (Hons), Arts Events & Facilities Manager,**

**The Turnpike, Civic Square, Leigh, WN7 1EB**

**Tel: OFFICE: (01942) 404469 & MOB: (07712 106159)**

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**ART GALLERY / DERBY ROOM SITE BRIEFING**

1: All visitors / hirers must report to Wayne Reedman, Turnpike CIC, Events & Facilities Officer on their arrival / departure. A signing in/out system is strictly adhered to.

2: The **FIRE ALARM** in this building will be tested at 9.30 hours every Tuesday.

3: Should the **FIRE ALARM** be sounded more than 20 seconds at any time, please leave the building via the nearest marked Fire Exit.

4: **DO NOT RUN!**

Walk quickly in an orderly manner to the Fire Assembly Point (The Stone Obelisk in centre of Civic Square).

**DO NOT USE THE LIFT TO GET ACCESS TO OTHER FLOORS.**

5: The FIRE ASSEMBLY POINT is situated at Leigh Town Hall Square Obelisk.

6: The Toilets are situated on the first floor

7: The kitchen, which is situated on the first floor and can only be used in accordance with manager's requirements.

8. There is strictly no access permitted to The Turnpike’s staff areas and offices.

9: There are no first aiders in the building.

The process for using the **FIRST AID BOX and ACCIDENT/INCIDENT BOOK** is to contact a member of staff.

10: Visitors or Hirers are not permitted to bring onto the premises or use Audio/Visual or any other equipment without the knowledge of the venues management and confirm it is compliant with all relevant legislation and requirements. A PAT Tested/Waiver Form will need to be completed.

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To be completed by Event Leader:

**I/We confirm I have read and understood the above briefing and agree to comply with its requirements.**

|  |
| --- |
| Signed: PRINT:Role in Organisation:I have read and accept the Turnpike’s Hire Terms and Conditions [ ]  |

|  |
| --- |
| **Confirmation of Booking from The Turnpike**Event Details & Event Costs to be invoiced:Signed (on behalf of the venue):PRINT:Date:  |

**The Turnpike Hire Terms and Conditions**

This agreement pertains to the hire of The Turnpike’s Studio space. The main gallery is not for hire unless in exceptional circumstances and with the written approval of The Turnpike’s Director.

 **1. Application**

1.1 The hirer must give The Turnpike at least 2 weeks’ notice of their requested booking date.

1.2 Requested dates and/or times cannot always be guaranteed.

1.3 Provisional bookings are automatically removed from the calendar if a completed booking form is not returned to The Turnpike within 2 weeks of the initial enquiry.

1.4 Applications for hire will only be accepted less than fourteen days prior to the proposed date of hire by special arrangement with The Turnpike.

1.5 Returned booking forms will not mean acceptance of bookings by The Turnpike. All bookings must first be approved by The Turnpike. Any booking request should not be considered a hire until written confirmation has been received by the hirer.

1.6 All applicants must be eighteen or older and proof of identity may be required.

1.7 The Turnpike reserves the right to refuse any booking that is considered unsuitable or that it is unable to facilitate.

1.8 All licenses, risk assessments and other forms must be returned where appropriate with booking forms.

**2. Access**

2.1 The Turnpike employees may refuse admission to or ask any person to leave a facility reasonably as follows:

2.1.1 Any person under the influence of drink and/or drugs

2.1.2 Any person presenting in an unclean state

2.1.3 Any person dressed so as to cause offence to other users within The Turnpike

2.2 No animals (other than assistance dogs) may be brought into The Turnpike unless with the prior consent of The Turnpike.

2.3 Hirers, guests and third parties must:

2.3.1 Comply with all reasonable directions or instructions given to them by a Turnpike employee in the course of their duties.

2.3.2 Leave The Turnpike at the stated or agreed closing time or when requested to do so by a Turnpike employee. Access to The Turnpike to set up will only be granted to the hirer and any third party if the times are stated on the booking form.

2.3.3 Ensure that if persons under the age of eighteen are present in the building, no photography is permitted unless prior consent has been received from the parent/guardian.

2.4 Permission must be obtained first from The Turnpike to:

2.4.1 Use photographic equipment or any other form of visual or sound recording equipment in The Turnpike’s premises.

2.4.2 Grant broadcast (sound or television) or filming rights in respect of their use of The Turnpike without the prior written consent of The Turnpike. If such consent is given, The Turnpike reserves the right to take part in any negotiations to be a party to the terms and conditions of any agreement reached and to share in any income and publicity derived from any agreement so reached.

2.4.3 To put up external and internal decorations, flags, emblems and notices.

2.5 The hirer or group is not permitted to:

2.5.1 Smoke and/or use of e-cigarettes anywhere, within The Turnpike and the grounds.

2.5.2 Alter, interfere with, deface the building or use nails, drawings pins, tacks, glue, adhesive tape and adhesive pads.

2.5.3 Use flammable decorations (e.g. streamers).

2.5.4 Sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything which may endanger the premises, other users, or any insurance policies relating thereto.

2.5.5 Use bottled gas in The Turnpike.

2.5.5 Bring the reputation of The Turnpike into disrepute or carry out activity that undermines the work of The Turnpike.

2.6 The hirer is responsible for leaving The Turnpike space in a clean, clear, safe and tidy state. Failure to meet this will result in the hirer being charged a fee for the removal of the items and the subsequent cleaning. If access is given to the hirer to clean and tidy The Turnpike not within the hours of the booking it will be at the discretion of The Turnpike employees and will be charged extra for a minimum of 3 hours plus any other relevant costs.

2.7 The hirer shall be responsible for any damage done to the premises or the fittings or furniture therein during the time of occupation and shall be bound to meet the cost of the same.

2.8 The hirer is responsible for the actions of all invited guests, paying customers and contractors. The hirer will be held liable by The Turnpike for any costs incurred or sought resulting from actions by any third party.

**3. Safety**

3.1 The hirer is responsible for informing their users of the locations of the emergency exits and procedures in case of fire/other emergency, and to ensure that all doors, corridors and exits must be kept clear and ready for use in an emergency.

3.2 The hirer must ensure that they have read, understood and will comply with The Turnpike’s Site Briefing as attached and also available on site upon request.

3.3 When a hire involves participants under the age of eighteen, the hirer is responsible for safeguarding.

3.4 The hirer must ensure that all scenery, drapes and banners used during or in connection with the hire are of a durable or flame retarded fabric and should comply with British Standard 5867: Part 2 Type B when tested in accordance with British Standard 5438.

**4. Equipment**

4.1 No equipment, properties or other goods are to be delivered to The Turnpike without it being booked ahead of time with The Turnpike.

4.2 The hirer may not store any items at The Turnpike either before the booking or after. If permission is granted storage may be charged at the normal hourly rate for occupancy.

4.3 The Turnpike shall not be responsible for loss or damage however caused to equipment, property or any other item delivered to The Turnpike prior to commencement of a hire.

4.4 All electronic equipment that is over a year old must be PAT tested. Turnpike employees have the right to remove any untested/out of date items and will not be responsible for any costs or losses incurred by the hirer as a result of The Turnpike’s refusal to allow equipment to be used within its spaces.

**5. Signage**

5.1 The hirer or group must not display/place any posters, bills or flyers or any form of advertising or marketing literature in the street or on any structure in the neighbourhood or in The Turnpike and where street advertising is intended, without the permission of the local authority.

**6. Charges**

6.1 The hirer will be charged for their use of The Turnpike, hire fees shall be charged in accordance with The Turnpike’s Price List and paid in full upon receipt of invoice after the booking.

6.2 Free use of space is only permitted with written approval from The Turnpike Director.

**7. Emergencies**

7.1 Any accident or incident during the time of hire must be reported to a Turnpike employee immediately. Turnpike staff may require the booking to be stopped immediately.

7.2 If any member of the emergency services or the Turnpike employee gives a direction to the hirer and that direction is ignored or not complied with fully, The Turnpike shall have no liability for any injury and/or damage to persons or property which may result as a consequence thereof.

7.3 The hirer must ensure an acceptable emergency action plan is in place to allow for the hire to be stopped immediately and those attending the hire to be safely evacuated.

**8. Insurance, risk assessments & other forms**

8.1 The hirer is completely responsible for getting all necessary licenses, permissions and approvals that would have anything to do with the booking that may be required. This may include a market operator’s license, cinema license and/or a liquor license. The hirer is required to apply for such licenses and will be solely responsible for all costs or fees incurred and will be the named license holder.

8.2 The hirer/all third parties must ensure:

8.2.1 That all licenses, stewards and permissions are in place to commencing the let. Such licenses include:

8.2.1.1 Alcohol License

8.2.1.2 Performing Rights license

8.2.1.3 Risk assessments

8.2.1.4 Food Hygiene

8.2.1.5 Insurance documentation

8.2.1.6 Any other license that may be required (if unsure please contact Wigan Council, Licensing Department for advice)

8.3 For major/one off events the hirer must hold public liability insurance with a minimum compensation of £5 million and will send evidence of such cover to The Turnpike. Private hires by individuals and hires which are community based and do not involve a large number of participants such as small meetings and workshops are exempt from this.

8.4 The hirer agrees to compensate, and will not hold The Turnpike at fault in respect of all losses; damages; claims; costs demands; and/or expenses, arising from or in connection with:

8.4.1 Any damage to The Turnpike or property caused by the hirer, the hirer’s employees, guests, and/or any artist

8.4.2 Any claim that the performance or any merchandise sold by or on behalf of the hirer or the artist at The Turnpike infringes any Intellectual Property Right belonging to a third party; and

8.4.3 Any death or personal injury caused by the hirer’s negligence (including, without limitation, caused by the malfunction of any sound, lighting or other technical equipment provided by the hirer or any act of omission of the hirer which invalidates the insurance cover).

8.5 Failure to obtain the necessary licenses and submit proof of such upon request of the Turnpike’s employee may result in the cancellation of the hire at the discretion of The Turnpike. The hirer will remain fully liable for all fees payable in respect of the hire even though the hire has been cancelled. The Turnpike will not be responsible for any costs or losses which are incurred by the hirer as a direct or indirect consequence of such cancellation.

**9. Performing Rights**

9.1 The Turnpike is required to charge a Performing Rights fee for any hire at which live or recorded music is played. The fee is forwarded annually to the Performing Rights Society. Private parties are not included in this.

9.2 The hirer is responsible for their own production and performance and does not hold The Turnpike responsible for any and all claims under the Copyright, Designs and Patents Act 1988 and any amendments to this act.

9.3 Notwithstanding the previous and without (unfair, pre-decided bad opinions) to any other provision of this Agreement, the hirer will be only responsible for getting all other necessary licenses, permission and approvals in respect of any music, film, images or other copyright material used in connection with the performance and/or Let. The hirer will apply for all such licenses as may be required and will be responsible for all costs or fees, and will be the named license holder.

9.4 The hirer will compensate The Turnpike against any loss which The Turnpike receives arising out of any claim at the instance of a third party (including, but not limited to PRS or the owner of any Intellectual Property Rights) which arises from the hirer’s failure to comply with this Condition.

**10. Cancellation Policy**

10.1 If the let is cancelled less than two weeks from the hire date it will result in a 100% charge being made.

10.1.1 In the instance of charitable groups then the charge will be the lower of £25.00 or 100% of the hire cost.

10.2 Any hire cancelled by The Turnpike due to a failure of the hirer to comply with these conditions shall render the hirer liable to pay for the full cost of the hire and any associated costs of the cancellation. Should The Turnpike be required for any special event, maintenance duties, annual event or departmental activity then the hirer will be advised, where possible, and offered an alternative venue where one is available.

If you have any enquiries or need further information, please contact:

Wayne Reedman

Events and Facilities Officer

01942 404 469

wayne@theturnpike.org.uk