



# Dance 1

## Dance Studios

Dance 1 is the larger of two purpose-built and fully equipped dance studios. Both have easy lift access and feature sprung dance floors, natural lighting, mirrors, dance barres, PA and pianos.

**Dance 1 Dimensions:**  
46'x42'  
1,932 sq ft  
14mx13m 180sqm

Dance 2 is situated right next door to Dance 1.

**Dance 2 Dimensions:**  
33'x33'  
1,089 sq ft  
10mx10m 100sqm



# Dance 2



## Find Us

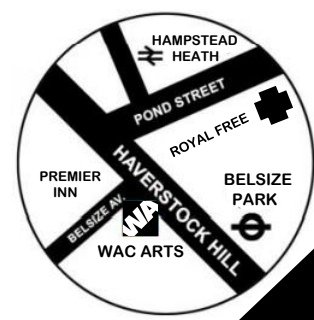
**Underground:**  
Belsize Park (Zone 2 Northern Line)

**Overground:**  
Hampstead Heath

**Buses:**  
168, C11, 268

**Parking:**  
Council Street Parking  
Premier Inn  
Swiss Cottage  
Disabled Parking onsite

**Address:**  
Old Hampstead Town Hall  
213 Haverstock Hill  
Belsize Park  
London  
NNW3 4QP



# Wac Arts

**empowering  
young  
people**

*Did you know WA is a charity  
and that all profits go directly  
back into subsidising the work  
we do to empower young  
people through the arts!?*

## Venue Hire

**Performance Spaces**

**Rehearsal Spaces**

**Workshop Spaces**

**Audition Spaces**

**Location Shoots**

**Dance Studios**

**Party Spaces**

**events@wacarts.co.uk**





# Main Hall

This lavish hall benefits from concert acoustics, a sprung wooden floor, full audio visual set up and blackout facilities. It has raked seating, induction loop, a baby-grand piano and is the ideal space for large events and rehearsals.

Capacity: 200 people standing  
120-180 seated  
100-120 banquet style.  
Dimensions: 42'x60' 2,520 sq ft  
13mx18.3m 235sqm (including balcony)  
Floor space 11.85mx15.6m



# Small Hall

The Small Hall includes a fully sprung wooden floor, natural lighting, high ceilings and an upright piano. Optional facilities include: PA, audio visuals, staging and standalone mirrors.  
Capacity: 100 people standing, 80 people seated, 60 banquet style.  
Dimensions: 42'x25' 1,050 sq ft 13mx7.6m 100sqm



# Studio 3.28

As a neat little workshop studio nestled into the eaves of the building on the third floor, Studio 3.28 makes for great casting, script readings, production meetings and workshops.  
97sqm  
1,040 sq ft



# Council Chamber

Situated on the ground floor the Council Chamber has a more formal feel with its marble fireplace, historic wall mounted memorials, traditional flooring and draped curtains.  
Ideally suited for meetings, presentations, and community events, but also frequently used for sample sales, children's birthday parties and rehearsals. The Council Chamber comes equipped with a stand alone piano and can be fitted with standalone mirrors.

Capacity: 100 people standing  
80 people seated  
60 banquet style.  
Dimensions:  
42'x25' 1,050 sq ft  
13mx7.6m 100sqm

Wac Arts have a variety of meeting rooms set to hold your meetings or act as a production office while your team is onsite!



# Meeting Room



Space	Uses	Features	Size	Height	Capacity
<b>MAIN HALL</b>	Auditions Conferences Dance Drama Gigs Launches Parties Performances Receptions Training Workshops	Sprung Wooden Floor, Balcony Raked Bleacher Seating Induction Loop Blackout Facilities  Optional Accessories: Standard P.A. £120 Staging £100 Lighting Rig £100 Projector & Screen £75 Roving Microphone £30	42 ft x 60 ft = 2520 sq ft  18.3 m x 13 m = 235 sqm  Floor Space 15.6 m x 11.85 m	7m	200 Standing 200 seated
<b>SMALL HALL</b>	Auditions Conferences Launches Parties Rehearsals Intimate performances Workshops	Fully sprung dance wooden floor Upright Piano Chairs and tables set up as you wish Generous natural light Portable mirrors	42 ft x 25 ft = 1050 sq ft  13 m x 7.5 m = 100 sqm	6m	100 standing 80 seated
<b>COUNCIL CHAMBER</b>	Auditions Conferences Dance Launches Parties Rehearsals	Chairs and tables set up as you wish Fully sprung wooden dance floor Generous natural light Historical feel	42 ft x 25 ft = 1050 sq ft  13 m x 7.5 m = 100 sqm	6m	100 standing 80 seated
<b>DANCE STUDIO 1</b>	Auditions Classes Dance classes Keep fit classes Rehearsals Training Workshops	Sprung Dance Floor, Mirrors, Standard P.A. Dance Barres, Upright Piano.	46 ft x 42 ft = 1932 sq ft  14 m x 13 m = 180 sqm	4m	50 dancing
<b>DANCE STUDIO 2</b>	Auditions Classes Dance classes Keep fit classes Rehearsals Training Workshops	Sprung Dance Floor, Mirrors, Standard P.A. Dance Barres, Upright Piano.	33 ft x 33 ft = 1089 sq ft  10 m x 10 m = 100 sqm	4m	30 dancing



## **Wac Arts Space Hire Terms and Conditions**

### **1 General**

- 1.1 Bookings of a political nature are accepted solely at the management's discretion.
- 1.2 Wac Arts reserves the right to reassign rooms in line with business needs. Where a room will be reassigned with a higher fee, there will be no extra charge. Where a room will be reassigned with a lower fee, the difference will be refunded to the Client.
- 1.3 Room Capacities: Main Hall 200 Standing, Small Hall 100 Standing, Council Chamber 100 Standing. The maximum room capacity permitted may reduce dependent on your additional requirements in the room. Where the hirer wishes to set out the room in a different way to our standard options they should discuss their requirements with Wac Arts Events Management. Failure to do so may lead to the proposed layout being refused on the day of the event.
- 1.4 Furniture or equipment is not to be re-arranged without prior permission. The hirer will be invoiced for the cost of repairing or replacing any furniture or equipment damaged as a result of their unauthorised movement of items and any deposit paid will be forfeited.
- 1.5 Numbers attending the event must not exceed that set by the licensing or other authority for the area used.
- 1.6 Additional staffing: In order to comply with our Health and Safety Regulations, it may be necessary at the Wac Arts discretion to have ushers or other members of staff present for the hire. Where it is necessary for Wac Arts staff to work additional hours preparing spaces for an event the hirer will be invoiced for the costs involved. This will be particularly relevant for events which do not take place wholly within Wac Arts normal opening hours or Saturday and Sunday.

### **2 Venue Policies**

- 2.1 No confetti, naked flame, candles or incense allowed without prior written approval. Should the venues' smoke alarms be activated due to the actions of the hirer, Wac Arts reserves the right to charge the hirer for any costs incurred.
- 2.2 Candles for birthday parties can only be used if they are on the cake.
- 2.3 The fire or smoke alarms will never be isolated or turned off in any room 2.4 No helium or gas filled balloons are allowed for any purpose.
- 2.5 Safeguarding Wac Arts works with children, young people and vulnerable adults. We aim to keep children, young people and vulnerable adults safe, providing a secure and comfortable environment in which they can benefit fully from our programmes and maximise their potential. The clients using any space in the Arts Block (which houses Dance 1, Dance 1, Music 1, Music 2, Practice Room 1 and the Drama Studio) must ensure that all visitors have an up to date DBS check. It is Wac Arts' policy to look after all young people who are involved in its programmes and safeguard their welfare by protecting them from physical, sexual and emotional harm. All hirers will abide by the centre's Child Welfare Policy (available on request) and ensure that all children are appropriately supervised at all times in line with all Health and Safety and legal requirements. The Client must ensure that anyone supervising children or other vulnerable people must have had the appropriate DBS check.
- 2.6 The centre is subject to the provisions of the Children Act 1989. Events for or with children present (0-18) should be planned with Wac Arts Events Management. The hirer must ensure that children and young people are adequately supervised at all times by appropriate adults and adhere to providing the following minimum adult to children ratios: Under 2's - 1:3 children 2-3 years - 1:4 3-8 years - 1:6 9-11 years - 1:10-15 11-18 years - 1:15-20
- 2.7 Wac Arts is committed to providing facilities within the context of equal opportunities. In line with the venue's Equal Opportunities Policy (which is available on request), hirers are not to use discriminatory language or behaviour whilst at the centre.

### **3 Booking Procedures**

- 3.1 All hire requests must be made in writing. The hirer must state the intended date(s)time(s), room(s) and purpose. All spaces must be paid for before any event commences.
- 3.2 ROOM BOOKINGS WILL ONLY BE ACCEPTED AFTER THE RECEIPT OF A SIGNED CONTRACT.  
Wac Arts accepts no responsibility for publicity materials which have been produced prior to the confirmation of a booking by the venue. In the case of a booking coming from an organisation, there must be a named individual on the booking form who will take responsibility for the observance of the terms and conditions herein.

3.3 It is the responsibility of the Client to make sure that all details on the contract are correct and that the Client is able and understands the terms and conditions.

3.4 All hirers must indicate the purpose of the hire including details as to whether the booking is for private use or open to the public.

3.5 If the group for which the booking is being made is a charity, it is the responsibility of the Client to ensure that proof of a genuine charity registration number is provided.

3.6 Bookings will be accepted up to six months in advance.

3.7 Bookings are made on a first come first served basis.

3.8 Bookings are confirmed by Wac Arts upon the Client's receipt of the invoice.

3.9 All bookings will be held on Wac Arts's events management system.

3.10 Any booking is made only at the discretion of Wac Arts.

#### **4 Fees and Payments**

4.1 The hirer will be charged for the use of technical resources at the current rate plus VAT irrespective of the hiring fee charged.

4.2 Wac Arts will invoice the Client in advance for the full space hire fee with an invoice stating which room the Client is booking, the date/s, time/s and possible resources which are being held on the system.

4.3 All room hires must be paid for prior to use. The hirer will be required to pay the total fee prior to any hire or event. The Client will not be permitted into the space they have booked if the hire fee has not been paid in full and in advance.

4.4 Prior to the receipt of full payment and the indemnity deposit, reservations are provisionally agreed but rooms or halls could be re-let if the completed event contract and full payment has not been received by the due date.

4.5 A signed and dated copy of the event contract and terms and conditions issued by Wac Arts is required to secure each booking and must be received on the due date. When a booking has been secured by a 50% payment and is subsequently cancelled or the date changed by the hirer, Wac Arts shall retain any monies paid.

4.6 Any additional charges incurred must be paid in full prior to the event. The hirer must pay all of Wac Arts charges on the due dates failing which interest at 10% may be charged.

4.7 Any event for which any payment is overdue by may be cancelled by Wac Arts and the cancellation fee detailed below will become immediately payable.

4.8 If full payment is not received on the due date stated in the event contract Wac Arts reserves the right to cancel the reservation. In such cases any deposit paid would be forfeited. Where a deposit is paid which is held against one or more events Wac Arts retain the right to charge an additional deposit if damage has occurred at a previous event.

4.9 Payment can be received in the form of credit or debit card, direct bank transfer, internet banking or cheque and should be made payable to Wac Arts with the hirers name and booking reference on the reverse. Cheques should be forwarded to Wac Arts or taken to reception and should be made out to "Wac Arts"

4.10 Payments should always quote the invoice number. Payment by Debit Card is acceptable and if you wish to pay by bank transfer then the details are as follows:

**Bank:** Co-op Address: 1 Islington High St, London N1 9TR

**Account:** Wac Arts

**Sort Code:** 08-90-33

**Account No:** 70487776

Credit card payment is also accepted by Wac Arts; please note that this method of payment is subject to an administration charge of 3% of the balance being paid.

4.12 Indemnity deposits are returned 30 days after the event has taken place provided no damage has been made to the premises, room or resources as a result of the event or the hirer fails to comply with Wac Arts terms and conditions.

#### **5 Use of the Building and Insurance**

5.1 A responsible person aged 18 or over nominated by the hirer must always be present when the public are on the premises. The hirer must provide stewards for their event at a ratio of 1 steward per 50 attendees. These stewards must have been instructed by a member of Wac Arts staff as to their duties in the event of a fire or emergency. Such instructions will concentrate on the aim of avoiding panic rather than putting out the fire and will be held before the public is admitted to the premises. All stewards must be readily identifiable as such and it is the hirer's responsibility to ensure that their stewards are aware of the requirements and emergency procedures. Wac Arts reserves the right to employ additional door supervisors to steward any event to maintain good order and the costs of these additional

door supervisors will be added to the hirer's invoice. The hirer will provide responsible stewards of the required number whose presence will be solely concerned throughout the period of the booking with public safety supervision as directed by Wac Arts staff. Any breach of this commitment may result in the immediate cessation of the hiring arrangement. All stewards employed on the premises in the capacity of door supervisors must be SIA registered.

5.2 Stewards' instructions for public events and performance: All stewards working for or on behalf of the hirer are subject to control by Wac Arts. Wac Arts fire and evacuation procedures will then be explained to them and they will be shown the emergency escape routes and assembly points for persons including wheelchairs and to check that the emergency exit doors are working. Special arrangements will be made at this time for the evacuation of persons with mobility difficulties or wheelchair users.

5.3 Stewards must be readily identifiable and badges or similar distinguishing marks must be worn. Stewards must help to keep good order. No member of the public present at any performance is permitted to uncouple chairs in order to move them to other positions. Members of the audience should not be allowed to stand on chairs, sit or stand on the front of the balcony and staircases or to sit or stand in gangways. Standing around exit doors is not permitted. For public events held in the Main Hall, Small Hall or Council Chamber, stewards must be positioned at the following points: main entrance doors, entrance to room or hall hired, base of the Imperial Staircase to the upper landings and adjacent to the north or south side lifts either side of the Imperial Staircase.

5.4 Stewards must not leave the premises for refreshments or any other reason whilst on duty and must not be engaged additionally in any other duties within the building. At a public function the stewards will be responsible for the evacuation of the building and will have been instructed by Wac Arts in the procedures to be followed and will prevent re-admittance to the building until it has been declared safe.

5.5 Entry and attendees: Unless otherwise agreed Wac Arts shall not be responsible for the provision of additional door supervisors, ticket takers, cloakroom attendants or stewards. Any additional staffing charges where deemed appropriate must be paid by the hirer. For private events a full guest and staff list must be provided to Wac Arts at least one hour prior to the start of the booking. For publicly advertised events confirmation of numbers expected must be supplied to Wac Arts Events Management at least 24hrs prior to the event taking place. Wac Arts reserves to itself the right of entry for its duly authorised employees and the employees of its duly authorised contractor(s) to all parts of the premises at all times and requires that any ticket takers employed by the hirer shall be instructed accordingly. The individual responsible for the hire must sign in and out at our reception desk. Entry is only permitted to the hired room(s), toilets and normal access routes thereto at the hired times. For events taking place in the Main Hall, Small Hall, Council Chamber or the Atrium and Arts block a responsible person from the hire group must be at the entrance to admit invitees and the public unless the hirer has previously agreed with Wac Arts Events Management.

5.6 Apparatus: All furniture, apparatus and equipment relating to the event brought on or sent to the premises by the hirer shall be at such times agreed with Wac Arts Events Management. The hirer and any other person or persons engaged by the hirer to provide catering, entertainment or other services must clear all property from the premises by the end of the time listed on the event contract. In the event of failure to comply with this condition the hirer shall pay an additional hourly charge as determined by Wac Arts Events Management for the remainder of the time the property is left on the premises. Wac Arts shall be entitled to remove any such property not removed by the hirer and the hirer shall be liable for the costs incurred by Wac Arts in such removal. If the hiring could result in an unusually high use of gas or electricity Wac Arts have the right to show you the meter readings prior to the event and show the fuel used during hiring. The hirer must then pay the cost of fuel used. No Wac Arts resources or equipment should be moved from the designated room/s hired. Only authorised Wac Arts staff and caretakers are allowed to move pianos. Pianos must not be moved by clients.

5.7 Technical Assistance: Where the hirer is intending to use the technical facilities or the hirer is intending to supply their own technical equipment, Wac Arts reserves the right to insist that a technician is hired from Wac Arts and the hirer must pay all subsequent charges in relation to this. If laptops, apple macs or pc's are being supplied by the hirer it is the responsibility of the hirer to provide any connectors or fittings. Wac Arts cannot be held responsible for any delays to room bookings or events if the correct connectors or fittings are not provided.

5.8 Loading & Unloading: Should the hirer require unloading or loading of vehicles they should discuss their requirements at the time of booking. Access to the rear yard or side entrance is only permitted between 9.00am - 9.00pm for unloading / loading and only by prior arrangement with Wac Arts Events Management.

5.9 Removal of Equipment: The hirer must remove everything belonging to or brought in by the hirer at the end of the event unless Wac Arts Event Management agrees to a later clearance time. The hirer may be liable to a storage charge for items left after the agreed collection time and all items are left at the hirers risk and are not covered by Wac Arts insurance. The Premises shall be vacated by the time stated on the event paperwork and left in good order. The hirer will by this time remove from the premises all property that has been brought into the building for the event, (including by caterers and other third parties). Failure to do so will result in additional charges and any deposit paid forfeited. Any items left are at the owners' risk and without liability to Wac Arts or its employees. Wac Arts reserves the right to dispose of any such items.

5.10 Parking is available to Blue Badge holders only. In general we have no special parking facilities other than disabled. Parking at the side of the building is for loading / unloading and Blue Badge holders only. All vehicles must display a Wac Arts parking permit and are left at the owner's risk. Wac Arts accepts no responsibility in respect of any vehicle or for any loss or damage to any vehicle or its contents.

5.11 Insurance: The client agrees to have obtained all necessary licenses, certificates and permissions related to the activities which it will carry out at the Wac Arts.

5.12 If required by Wac Arts the hirer must insure against any possible liability arising from the hirer using the premises. Where the hirer brings food on to the premises it is the responsibility of the hirer to provide Wac Arts with details of their insurance cover prior to the start of the event. The Client will be responsible for any damage done to the Wac Arts's property or building which arise from actions relating to the activities in the hire or from actions by members of the Client's group. It is the Client's responsibility to ensure that all relevant insurance policies relating to the activities carried out in the space have been taken out.

5.13 Compliance: If the hirer refuses or neglects to comply with any of these regulations and conditions or with any instructions conveyed on behalf of Wac Arts, Wac Arts has the right to suspend or cancel any event or room booking without relieving the hirer of their obligations under any contract or agreement. The hirer shall be liable for any loss or damage to Wac Arts property or injury including Wac Arts staff and shall indemnify Wac Arts against any other loss or liability arising from the event. Where the hirer requests Wac Arts to arrange for the provision by third parties of goods and services on the hirer's behalf, Wac Arts shall do so as the hirer's agent and the hirer shall be liable for all charges and liabilities in respect thereof and fully indemnify Wac Arts against the same. The hirer shall not be entitled to assign the event contract to any third party nor utilise the event for any purpose other than that stated in the event contract without prior written consent from Wac Arts Management.

5.14 The event contract is between Wac Arts and the hirer and the hirer undertakes that it is not entering into the event contract on behalf of any third party. The times booked must include any time for set up and breakdown and hiring times should allow for the time the hirer enters the premises until the time the hirer leaves the premises. The hirer will be charged at the hourly rate for any unauthorised use and in certain cases may lose any deposits paid. Should the hire finish at 9:00pm or beyond an additional staffing sum will be added.

5.15 Hazards: The Client agrees to ensure that no activity will take place in the building which will harm or endanger the health and safety of anyone using the Wac Arts.

5.16 Any company partaking of an activity where injury, damage or a risk to health and safety may be possible, must provide the Wac Arts with a risk assessment and a method statement in advance.

5.17 If in the opinion of the officer in charge any item brought onto the premises by the hirer, agents, servants or guests are by virtue of its nature, condition or location a hazard to staff or members of the public, the officer in charge may require the item to be removed. Wac Arts cannot accept responsibility or liability in respect of injury caused by any item brought to the premises by the hirer agents, servants, guests, or any of the employees of any contractor engaged by Wac Arts or any abuse of items already on the premises.

5.18 Emergencies: In the event of an emergency situation, the hirer must comply with all instructions of the officer in charge or authorised persons as Wac Arts designates to evacuate the building and proceed to an assembly point so that all persons who were in the building can be accounted for. Emergency escape routes may only be used in an emergency.

5.19 Evacuation: In the event of an evacuation no attempt should be made to use the lifts. Staff and stewards must ensure this and assist in a calm manner to get everyone out of the building using the nearest exit routes.

5.20 Police: If Wac Arts considers it necessary it may engage such police constables or additional security as it considers necessary to preserve order and any expense incurred shall be met by the hirer.

5.21 Temporary Closing: In the case of any breakdown, accident or other emergency situation whatsoever rendering necessary the closure of the premises or an interruption of any events either before or during the course of any letting or any repairs or renewals consequent on any such breakdown, the hirer agrees to hold Wac Arts, the officer in charge and any and all persons acting under the hirer or Wac Arts directions absolutely blameless in every respect and Wac Arts shall not be liable for any losses, claims or damages suffered by the hirer.

5.22 Maintenance of Good Order: The hirer must do their best to maintain good order and decent behaviour by persons attending any event. Events must be conducted decently, soberly and in an orderly manner to ensure the safety of the public, performers and staff. Wac Arts reserves the right to employ additional stewards or supervisors to maintain good order for any reservation. These additional costs are to be paid by the hirer.

5.23 Insurance: Hirers are advised that for public events, public liability insurance is compulsory. Public liability cover for an indemnity limit of not less than £5,000,000 is required and Wac Arts will need to see evidence that it is current and any premiums have been paid prior to the commencement of the event. For performances this should be supplied as a matter of course 7 days prior to the event.

## **6 Period of Hire and Over-stay Charges**

### **6.1 Opening Hours:**

09:00 – 21:00 (Available to 12 midnight on request)

Access to spaces outside of these hours will only be possible with advance notice and will incur extra caretaking, security and reception costs over and above the standard space hire fee. For bookings outside of these hours an additional charge of £200 is applied, plus the hourly rate of hire. The hirer must keep to the period of hire specified in the event contract.

6.2 Period of Hire and Over-stay charges: No Client will be given access to the space before the start time on the confirmation letter.

6.3 An overstay charge of double the agreed hourly fee will be charged for any hour or part of an hour which the Client stays in the space beyond the agreed finishing time. All persons and equipment connected with the Client must be out of the room by the stated time, with the room left in an appropriate state.

6.4 Access and Under Letting: The client will only be shown to their space and the room unlocked for them once they have signed in at the reception desk. All people attending the space booking will also be required to sign in or the person responsible for the booking is to provide a register of attendance to Events Management.

6.5 The hirer will not without written prior consent of Wac Arts Events Management use the premises for any other purpose other than that stated at the time of application. The hirer shall not without such consent sub-let any part of the premises to any other company or individual. In the event of breach of this condition the hirer shall forfeit use of the premises and forfeit any sum paid for such hire. The Client will have access only to the space/s stipulated on the confirmation letter and invoice and to public toilets and other common areas.

6.6 The Hirer will refrain from: Storing, or allow to accumulate, rubbish or unused materials in any part of the premises. Giving performances involving danger to the public or bringing any explosive, toxic, hazardous or highly flammable substance on to the premises without our prior written consent. Using stroboscopic lighting, smoke, vapour or water vapours, lasers, cylinders for the storage of air or other gases or liquids under pressure without our written consent. No naked flame is allowed unless prior written consent is given by Wac Arts Event Management. The hirer should apply for written consent to use real flame at least 7 days before the event giving full details of the proposed use of real flame and the date and time of any rehearsals. No one may give any demonstration, performance or exhibition of hypnotism or bring drugs or banned substances on to the premises.

6.7 Use Of Non Wac Arts Equipment: Any equipment brought onto the premises by the Client is done so at the Client's own risk and the Wac Arts takes no responsibility for loss or damage to any of these items. Wac Arts reserves the right to refuse the use of any object considered unsuitable for use within the premises. Temporary electrical items may only be used with our prior approval and must be PAT tested to conform to European Directive #EN 41003. The item(s) must be disconnected from the power source as soon as the need for them has finished. Wac Arts reserves the right to have electrical items inspected prior to use and any costs involved added to your invoice. In all matters of electrical safety and acceptability, Wac Arts decision shall be final. Helium or gas filled balloons are not permitted within the premises and Wac Arts reserves the right to refuse to connect any installation which in its judgement does not comply with the current edition of regulations for electrical installations issued by the Institute of Electrical Engineers and any further regulations that may be imposed.

6.8 Reinstatement: Any space hired by the client must be left in the condition in which it was found and in a reasonable state of tidiness and cleanliness. The Client will ensure that the space/s hired will be cleared of debris and that rubbish is bagged and disposed of. All of the client's equipment is to be removed from the space following the hire.

6.9 Water Spillage: If water is used at an event the hirer must provide sufficient tarpaulin to protect the floor from the spillage of water. Where spillage of water or other liquids occurs the hirer must ensure the spillage is cleared ASAP and the hirer will be responsible for the costs of any lasting damage.

6.10 Inspection By Officers: When in public use the premises must be open to free access and inspection by authorised officers of the Licensing Authority, Police Officers and Fire Authority Officers. Authorised officers have authority to take photographs, measurements, recordings and samples.

6.11 The Premises is equipped with 2 lifts available for public use. In the event anyone is trapped in the lift stewards should reassure the persons in the lift that assistance is coming and the incident has been reported to Wac Arts staff.

6.12 Wheelchairs: To ensure safe evacuation of the premises in the event of an emergency, wheelchair access is restricted to 1 percent of the room capacity. I.e. for an event in the Main Hall with a maximum capacity of 200 you would be restricted to 2 persons in wheelchairs. If you are likely to exceed the permitted room capacity or require a particular layout to accommodate wheelchairs you must discuss in advance of your booking with Wac Arts Events Management.

6.13 Cloakroom facilities: 2 x Small cloakroom rails are available. Items deposited on the rails are left at the owners' risk and the hirer will need to provide staff to operate the cloakroom at their event.

### **Marketing**

6.14 Advertising: No poster or announcement advertising the purpose for which the premises have been engaged shall be produced until it has been approved in writing by Wac Arts Events Management and no announcement is to be made before receipt of full payment for the booking. All posters and tickets produced in connection with the event displaying the image or logo of Wac Arts is only allowed once approved and by Wac Arts. The hirer shall not place any fly posters or display or affix any form of advertising or marketing literature in the street or on any structure in the vicinity of Wac Arts unless with prior consent of Wac Arts Events Management and in areas designated for that purpose. Flyer posting in connection with your hiring is prohibited and if undertaken could result in refusal of any future reservation.

6.15 Sale of Goods: Goods must not be sold on the premises without our written consent.

### **Audio Visual**

6.16 Music: The performance of live or recorded music at any event must cease thirty minutes before the end of the event. Should the level of music exceed 90 decibels or be deemed too loud or cause a disturbance to our neighbours the officer in charge may insist that the volume be lowered and/or confiscate the equipment. Doors will generally remain closed during any activity therein. Failure to comply with this will lead to suspension of bookings. Live or recorded music is not permitted after 23:00. The officer in charge's decision is final and failure to comply will result in the music being terminated and any deposits paid by the hirer forfeited. Wac Arts will accept no liability should it result in such action be taken.



6.17 Staging: The use of the stage is restricted to DJs & performers only and needs to be agreed in advance between the hirer and Wac Arts Events Management. At any event the permitted seating capacity must not be exceeded.

6.18 Lighting: No alterations may be made to the existing lighting arrangements without the specific permission of the officer in charge and then only under the supervision of a qualified technician who must be provided by Wac Arts. The cost of any such technical support is to be met by the hirer in advance.

6.19 Sound: No equipment for the reproduction or amplification of music or other sound shall be used at any event unless with the specific permission of Wac Arts Events Management. Should Wac Arts' 'PA' system be required an additional charge will be levied which must be paid in advance by the hirer. If Wac Arts deems it necessary an AV technician will be provided, the cost of which is the responsibility of the hirer. The hirer must ensure that noise does not come from the premises which cause a nuisance or disturbance to people in the neighbourhood and the hirer and stewards must ensure that people leave the premises in an orderly manner. All speakers and other reproduction equipment shall be confined to the area of the stage only and the hirer must comply with the requirements of the officer in charge whose judgment is final with regard to the volume of sound produced. Use of Wac Arts sound limiter must be used as directed by Wac Arts staff. Failure on the part of the hirer to observe sound restrictions will lead to an automatic forfeit of any deposits being held.

6.20 Recording: You must not record by any means an event without prior consent. Wac Arts reserves the right to charge a fee and require acknowledgement for any recording undertaken.

6.21 Royalties: You must pay any taxes or royalties chargeable or payable for an event at which entertainment is provided. We hold a license from the Performing Rights Society to perform or permit to be performed in public any and every musical work in the repertoire of the society and of the foreign societies affiliated to it. If any copyright music is performed you must inform Wac Arts and list the music performed.

6.22 Induction Loop: An inductive loop system is installed in the Main Hall but can only be used in conjunction with the public address system. This helps people with impaired hearing provided they have a suitable hearing aid. Wac Arts staff must be asked to switch on the loop system if required.

6.23 Films & Videos: If it is intended to use any part of the hired accommodation for the showing of films, written notice must be given of this to Wac Arts Events Management. In accordance with the Cinemas Act 1985 the hirer of any part of the premises is required to give not less than 30 days notice in writing to Wac Arts.

6.24 Photography: The permission of Wac Arts Events Management must be obtained before photographs or video recordings are taken on the premises. This stipulation does not apply to family celebrations or private hires.

6.25 CCTV: A CCTV system operates within the premises for safety and security purposes 24hrs a day.

#### **Catering & Alcohol**

6.26 "Food Events" are our preferred external caterers and are contracted to provide a catering service within the premises. Wac Arts or Food Events will provide any licensed bar facilities unless otherwise agreed. No other commercial catering service may use the premises without prior written agreement from Wac Arts Event Management. There are no fridge facilities made available by Wac Arts and third party liability cover must be in force to cover any risk of illness or injury from the hirer providing a catering service. No food can be prepared on the premises by external caterers or persons connected with the event booking unless previously agreed in writing with Wac Arts Event Management. You will not be allowed the use of the kitchen.

6.27 All food brought on to the premises may be liable to inspection without notice by Wac Arts or an environmental health officer. If the hirer intends to bring food on to the premises for consumption or for sale and removal (e.g. sale of cakes at an event) the hirer will be required to indemnify Wac Arts in respect of any injury or illness suffered by any person attending the event as a result of the hirer providing a catering service. The area used by the hirer must be left in a clean condition. If not a cleaning charge will be raised after the event. If licensed bar facilities are required the hirer must give Wac Arts 7 day's written notice before the event. Where Wac Arts / Food Events are unable to provide bar facilities you may be permitted to either operate a cash bar or bring in an external licensee. In such instances where the hirer is unable to provide a Personal Licence Holder to supervise the sale and consumption of alcohol on the premises. A Wac Arts licence holder will be appointed for the event and the hirer will be invoiced for this service. All sales of liquors will be under Wac Arts licence. No person may issue a temporary events notice to sell alcohol within the building without the written permission of Wac Arts Events Management. Wac Arts reserves the right to employ door supervisors for any event where a licensed bar is provided. The costs of such staffing will be passed on to the hirer.

6.28 Alcohol: Wac Arts has sole and exclusive rights to operate a licensed bar facility and to sell alcohol on the premises. The hirer and other persons attending must comply with all licensing and other regulations relating to the event. Where Wac Arts' preferred caterers are not engaged to cater for the event the hirer may engage an authorised caterer of his choice first seeking authorisation from Wac Arts Events Management. The external caterer must hold appropriate licenses and agree to adhere to a separate agreement between Wac Arts and themselves which must be agreed in writing in advance of the event by Wac Arts Events Management. Consummation of food or drink not supplied by Wac Arts or its authorised caterers will result in a breach of contract and appropriate action will be taken. The hirer is responsible for ensuring that the external caterer abides by Wac Arts terms and conditions regarding delivery times, removal of property from the premises, monitoring of noise levels and clearing rooms of all waste. External caterers must affect adequate public liability insurance.

6.29 The hirer must make known to Wac Arts staff if any under 18s are present at events where alcohol is available for consumption and support Wac Arts staff in ensuring that under 18s are not supplied with or consume or have access to alcohol whilst on the premises. At events or functions where alcohol is to be served, arrangements for safe and secure storage before, during and after the events must be discussed and agreed with Wac Arts Events Management. Confirmation of numbers is required thirty (30) days before the event date. Any variation in the facilities taken up by the hirer and resulting in additional charges will be subject of a further charge payable by the hirer upon receipt of written notice.

#### **Theatre Productions, Rehearsals, Exhibitions or Displays**

6.30 Where any room or part of a room is used for a theatre production, rehearsal, exhibition or display the hirer may be required to submit to Wac Arts no later than 7 days before the beginning of the hire period a cast, crew and attendees list plus a breakdown of any sets, staging and scenery involved with the production showing the proposed dimensions within the rooms of the production, rehearsal, exhibition or display. The hirer shall be required to revise the plan in accordance with Wac Arts instructions if Wac Arts determines that the proposed event or layout poses a risk to the health and safety of the occupants of the venue. The approval of Wac Arts does not imply that Wac Arts has checked that the scale plan is to scale or is drawn up correctly. The hirer is responsible for ensuring that the correct measurements are used in drawing up the plan. The production, exhibition, display or rehearsals shall not be erected or carried out until approved by Wac Arts.

6.31 The hirer shall then ensure that the production, exhibition, display or rehearsals conform at all times to the agreed set up. Where exhibition, display or production materials are imported, the hirer is responsible for any liability to duty and VAT arising from unauthorised use of Wac Arts VAT number. The hirer shall be responsible for any loss, damage, personal injury or death arising out of or in connection with the event, except to the extent that such loss or damage is caused by the negligence of Wac Arts or its agents. The hirer shall take out before the event and maintain during the hire period insurance in respect of his liabilities above with an insurer approved by Wac Arts and of an amount not less than 5 million pounds sterling. The hirer shall, at the request of Wac Arts produce before the event a certificate of insurance for inspection by Wac Arts.

#### **7 Alteration Fees**

7.1 Changes to bookings will only be made in exceptional circumstances. Any alterations to an agreed booking must be made in writing or emailed to events@wacarts.co.uk. Alterations requested by the Client to a room, time or facility for a booking held on the system and already invoiced for will incur a £10.00 +VAT charge per event to cover administration costs.

#### **8 Cancellation**

8.1 Cancellations by the hirer: All cancellations must be put in writing or emailed to events@WacArts.co.uk. The cancellation of a booking which has already been agreed by cover letter.

8.2 If the hirer cancels a confirmed reservation it will pay to Wac Arts the following sums and any other costs incurred by Wac Arts on the hirers behalf. All such cancellations must be made in writing to the Wac Arts Events Manager or Co-ordinator.

8.3 Should the Hirer be forced to cancel the booking due to UK government legislation relating to Coronavirus Covid-19 both parties will work together to find alternative dates. Should this not be possible to the satisfaction of both parties a full refund will be due.

8.4 Cancellations between 4 -6 months (inclusive) in advance: 50% of full fee + indemnity deposit. Cancellations between 1 and 3 months (inclusive) in advance: 75% of full fee + indemnity deposit. Cancellations less than 1 month in advance: 100% of full fee + indemnity deposit.

8.5 If either party is prevented from performing any of its obligations under this agreement by reason of an event of force majeure ie. Riots, acts of God; such delay or non performance shall not constitute a breach of this agreement.

8.6 Cancellations By Wac Arts: If the event or any part of it is closed due to circumstances outside its control; If the hirer becomes insolvent or enters into liquidation, bankruptcy or receivership; If the hirer is in arrears with any payment to Wac Arts; To avoid a breach of these conditions or if it may prejudice the reputation of Wac Arts; In such event Wac Arts will have no further liability to the hirer. If Wac Arts or its officers have reason to believe that the use of the premises by the hirer is likely to lead to disorder; If Wac Arts finds the hiring is or is likely to be of an objectionable or undesirable nature, or has been made under a false name, or false pretences i.e. not in accordance with the stated purpose; then Wac Arts may refuse to accept or may cancel the booking and all monies paid in respect thereof shall be returned to the hirer who shall have no claim against Wac Arts on account of any such cancellation.

8.7 Wac Arts may terminate this agreement immediately by notice in writing in the event that the client does not adhere to the terms and conditions herein.

8.8 Wac Arts reserves the right to cancel any hire if the premises are required in exceptional circumstances of public importance or for urgent reasons of safety. In the event of such necessary and unavoidable cancellation Wac Arts will give the hirer maximum notice possible and return all monies paid without further compensation being due. Wac Arts reserves the right to cancel the agreement for hiring at any time.

8.9 Any termination of this agreement (however caused) by either party shall not affect any rights or liabilities of either party which have accrued prior to the date of termination nor shall it affect the coming into force or the continuation in force of any provision of the agreement expressed to survive such termination.

## **TERMINATION**

8.10 If the event is cancelled by the hirer more than three months before the commencement of the Engagement Period Wac Arts shall retain the full Deposit.

8.11 If the event is cancelled by the hirer three months or less before the commencement of the Engagement Period Wac Arts shall retain the full deposit and the balance of the Engagement Fee will become payable to Wac Arts upon demand, if not already paid. In addition any expenses losses costs or damages incurred by Wac Arts as a result of or relating to the hirer's cancellation will also be payable upon demand, upon production of valid evidence.

8.12 If the hirer fails to fulfill its obligations under this Agreement the hirer will be liable to Wac Arts for any losses and expenses hereby contracted for.

8.13 Without prejudice to any other right or remedy it may have, the Parties shall be entitled to terminate this Agreement immediately in writing to the other Party (but not after 90 days of the event in question first coming to the attention of the Party entitled to give the notice), if one of the Parties is declared or becomes insolvent or declares a meeting of its creditors or proposes or makes any arrangement or composition with or any assignment for the benefit of its creditors or a petition is presented or a meeting is convened for the purpose of considering a resolution or other steps are taken of the winding up of the other Party (save for the purpose of and followed by a voluntary reconstruction or amalgamation) or if an encumbrancer takes possession of or a trustee, receiver, liquidator, administrator, administrative receiver, or similar officer is appointed in respect of all or any part of its business or assets, or any distress, execution or other legal process is levied, threatened, enforced upon or sued out against any such assets, or any similar or analogous action is taken or suffered in any similar jurisdiction. Should Wac Arts exercise this right the Engagement Fee and all other costs expenses relating to the Agreement will become immediately payable in full. Wac Arts will not be liable to the Producer for any costs, claims or expenses whatsoever as a result of exercising this right.

8.14 If this Agreement is terminated by the hirer for any reason whatsoever then any sums payable by the hirer to Wac Arts under this Agreement shall immediately become due.

## **9 Limitation of Liability**

9.1 The client acknowledges that Wac Arts's obligations are exhaustively defined in this agreement.

9.2 Except in respect of death or personal injury caused by the negligence of Wac Arts or its representatives, Wac Arts shall not be liable to the Client by any reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the agreement, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of Wac Arts, its servants or agents or otherwise) which arise out of or in connection with this agreement.

## **10 Fire Risk and Damage to Property**

10.1 **Damage & Loss:** The premises shall be in the care and custody of the hirer who shall accept full responsibility for the preservation of order during the event and will indemnify the cost of any loss or damage, costs or expenses incurred by Wac Arts as a consequence of the hirer's use of the premises. Wac Arts cannot in any circumstances accept responsibility or liability for any damage, loss of property, articles or things whatsoever brought on to the premises. The hirer will be responsible for all loss of or damage to property at the premises or brought onto the premises or any injury to persons or things caused by or in consequence of any act or omission on the part of the hirer, agents, employees or licensees. If any damage is done to the premises and / or its fixtures and fittings during the course of an event or its preparation, the costs of making good the damage is to be paid by the hirer and any monies paid will not be refunded.

*10.2 The hirer must not drive any nails, tacks, screws or similar into the walls, doors, floors, woodwork or any part of the structure. The use of adhesive tape on the floors or walls must be approved by Wac Arts Management. The hirer must take every care to avoid damaging the decoration. The hirer must pay the cost of making good any damage to the paintwork, building, fittings, furniture or other property arising during the hire period as a result of use of the premises. Wac Arts will not accept liability for any damage to or loss of items on the premises.*

## **The Client**

10.3 Shall be responsible (in any case not attributable to Wac Arts Management) for such cover in respect of the Client's employees and members of the public, and against all risks in respect of the property of Client and its employees arising out of the use and occupancy of the venue. In this respect the Client undertakes that the activity shall not be dangerous nor harmful to members of the Client, employees of Wac Arts Management, or participants, and shall be liable for and make good all damage done to Wac Arts or to any furniture, fittings, fixtures, scenery or other effects belonging to the Theatre caused by the act, default or neglect of the Client or any of its members.

10.4 Shall effect and maintain adequate insurance against fire and all other risks upon all property whether its own or that for which it is responsible that it may use for the purposes of the hire, and shall effect and maintain adequate insurance cover for its legal liability to those persons employed by the Client.

10.5 Undertakes to abide by fire regulations relating to the use of combustible materials in the construction of any set or properties ensuring all materials are fire retardant, maintaining all exits, gangways, and doorways clear at all times, and all regulations appertaining to the use of firearms and pyrotechnic devices.

10.6 Smoking is not permitted in any part of the premises and the hirer should inform their guests this is a no smoking building. The hirer is asked to ensure that people smoke away from the premises and do not congregate on the front steps. No naked flame is allowed in the venue without prior written approval from Wac Arts Management. Incense or candles must not be used without our written consent. If written consent is given by Wac Arts additional sand buckets and fire extinguishers must be supplied by the hirer and the hirer must keep every designated exit route free at all times from any obstruction including the imperial staircase.

10.7 No one may sit, stand or dance in the gangways or on the staircase and all entry doors must be unlocked while the public is in the premises. The hirer must not conceal from view or obstruct access to any fire-fighting equipment. The premises shall not be used for purposes which will involve the increased use of fire, or violate any policy of insurance without previous notice having been given to Wac Arts Events Management and written agreement having been obtained and the necessary special insurance of the premises having been agreed via Wac Arts insurers. The hirer shall pay any additional premium required in respect of special insurance. Wac Arts cannot accept responsibility or liability in respect of injury or damage caused by the hirer.

10.8 Fire procedures: Stewards are required to have knowledge of the method of raising the alarm in case of fire or other dangerous matters. Fire officers will normally look after people in wheelchairs. If anyone chooses to help there must be a minimum of 3 people to carry each wheelchair downstairs. Before moving people with disabilities, please ask them if there are any special requirements or problems moving them as intended.