

Weston-super-Mare Operatic Society



Founded in 1908

ST. JUDES THEATRE LETTINGS APPLICATION FORM – 2011

NOTE TO APPLICANT: Before completing this form please read the 'Conditions of Hire' below.

The completed form should be returned by post to:

Mrs Sue Britton, Killema, 135 Oldmixon Road, Weston-super-Mare, BS24 9QA.

or electronically to: sue.britton135@btinternet.com

Section 1: Sections 1 – 3 to be completed by applicant

Purpose of Hire	Date(s) of Hire	Time of Hire Start time/Finish Time
e.g. Rehearsal / Concert / Social / Children's Party	Date (s) requested	Start: Finish: Hours hired:

Will any licence(s) be required? If so, please give details:

.....

Do you intend to use/ install any equipment? Please describe:

.....

Section 2 – Details of Applicant

Organisation:	Name of designated contact:	Address:
		Tel: Email:

Is the organisation an approved charity YES / NO If yes, please state Charity Registration Number:.....

The rate chargeable for the letting –

£10 per Hour

Section 3

I agree to comply fully and in all respects with the Regulations outlined in the Conditions of Hire.

Signature of Applicant / On behalf of the organisation:

.....

Date

Section 4 (for Society use only)

This application for Letting is Approved / Not Approved. If not approved please state reason below.

Signed Designated Authority (Society Secretary / Treasurer / Chairman)

.....

Date Designation.....

Applicant Informed	Cleaners/Caretaker/ Key holder informed	Date of renewal	Applicant notified of renewal date?
√ or X <input type="checkbox"/> <input type="checkbox"/>	√ or X <input type="checkbox"/> <input type="checkbox"/>	√ or X <input type="checkbox"/> <input type="checkbox"/>	√ or X <input type="checkbox"/> <input type="checkbox"/>

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ST. JUDES THEATRE - CONDITIONS OF HIRE

PLEASE READ CAREFULLY

Procedure:

- 1) All applications must be on the form provided by the Society and must be completed in full.
- 2) The person signing the form shall be considered the hirer and must be over 18 years of age.
- 3) The hall will only be used for the purpose described on the booking form.

Charges and Legal Requirements:

- 4) Charges will be made at rates which are determined by the Society's General Purposes Committee and will be reviewed annually. A month's notice will be given to hirers of any changes to rates of hire.
- 5) The hirer shall comply with any legal requirements and obtain any necessary consents. The hirer shall be fully responsible for obtaining any licences or any other permissions required
- 6) Cheques must be made payable to: **Weston-super-Mare Operatic Society** and sent to: The Treasurer, W-s-M Operatic Society, 7, Leafy Way, Locking, W-s-M, BS24 8BD

Care of Premises:

- 7) The Society shall not be responsible for any loss or damage to any property arising out of the hire.
- 8) The Society is in no way responsible for the loss or damage to any property belonging to the hirer or to their guest / clientel by whatever or however caused.
- 9) The hirer is required to pay the Society the cost of making good any damage or loss to any fixtures, fittings, or other equipment or property occurring during the period of the hire.
- 10) Caretaking / Cleaning services will be provided by the Society, but the hall and facilities should be left in a reasonably clean and tidy state. Any extra caretaking required, will be charged at cost.
- 11) The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
- 12) No furniture or equipment that may be in the hall shall be used without prior approval of the Society Secretary (Treasurer or Chairman).
- 13) The electrical and mechanical installations of the hall are not to be supplemented or altered, nor is any specialist equipment to be installed by the hirer.

Equipment:

- 14) Specialist equipment is not included in the letting arrangements unless specifically approved by the Society Secretary (Treasurer or Chairman).
- 15) The Society **does not** provide **first aid** medical facilities for hirers **nor does it provide** access to a **public telephone system**.

Health and Safety:

- 16) The hirer will be responsible for ensuring that all activities take place in a safe manner.
- 17) The hirer must familiarise himself/herself with the emergency procedures for fire evacuation procedures, ensuring that all emergency exits are clear and accessible throughout the period of hire.
- 18) A suitably qualified person must be present during all sessions, as appropriate to the use of the room. It is the responsibility of the hirer to check the qualifications of supervising persons.
- 19) The hirer shall be responsible for first aid and accident cover by ensuring that a suitably qualified first-aider is available throughout the period of hire, depending on the nature of the activity, and that they are in possession of a comprehensive first-aid kit.
- 20) The hirer must ensure that **no unauthorised persons are allowed to enter the premises** and to ensure that the use is restricted to the area and times hired.
- 21) Smoking is **not permitted** in any part of the building.
- 22) Keys may be accessed from Mr Colin Tyler (**Tel: 01934 626249**) The hirer is responsible for making arrangements for return of keys promptly.
- 23) Hirers are reminded that, due to the close proximity of the hall to local residents, they should respect their privacy by ensuring any noise or disturbance is not excessive and that all evening performance must cease by 10.30pm. (The hall to be vacated by 11.30pm).
- 24) The hirer will be responsible for ensuring that parking is legal and that no entrances to neighbouring properties are blocked.

The Hirer should read this document carefully and sign this form, in addition to Section 1, to confirm that these conditions have been read and understood.

Signature of applicant / or on behalf of the organisation:

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Date:

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