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Terms and Conditions of Hire for BELL ROOM, STAGE, MAIN HALL AND STUDIO

The Landmark Arts Centre ("the Centre") offers facilities for courses and workshops to be held within specified accommodation. The Centre is housed in a Grade II* listed building, and its preservation is of paramount importance. Applications for use of accommodation for courses and workshops will be accepted only if they are considered reasonable and appropriate for the Centre as a venue.

All hires are subject to the following terms and conditions.

1. Those placing bookings ("the Hirer") must fully and fairly represent the purpose for which the accommodation is required. Any misrepresentation may result in a cancellation at any time by the Centre. Under no circumstances may the Hirer sub-let or further offer for hire any of the accommodation booked.
2. Hirers must at all times respect the listed status of the building, its fixtures, fittings and facilities and no alterations may be made to the layout or appearance of any room without prior permission from the Centre. In particular, nothing may be attached to the exhibition screens except when pre-arranged with the Administrator.
3. All bookings and any subsequent amendments to a booking must be confirmed in writing either via email or letter. Hirers must provide full contact details at the time of booking, including telephone number, email and postal address.
4. **Hirers are responsible for running their own classes and activities.** The Centre will not take class bookings or payment on behalf of Hirers and will direct all enquiries about the classes to the relevant Hirer.
5. **Invoices** for term hire (minimum 10 week hire) will be issued at the start of the term: autumn, spring, summer. Full payment for hire is due no less than 2 weeks in advance of a term. Payment must always be received prior to the start of any term or booking date, otherwise the Centre reserves the right to cancel access. For new space hirers a **non-refundable** deposit payment of 25% of the term hire is requested to secure term dates.
6. **Invoices** for ad-hoc hire or for bookings of less than 10 weeks in one term must be paid in full no less than 3 weeks in advance and are non-refundable. We may request a deposit payment if the community hire booking is for a substantial amount of time on a one-off ad-hoc basis. The Centre accepts payment by cheque payable to 'Landmark Arts Centre', in cash, debit card or BACS.
7. **Cancellation of Hire.** Term Hires: We require notice in writing via email or letter at least 2 weeks before any cancelled dates and 6 weeks' notice for any permanent cancellation. Other Hires: We require notice in writing via email or letter at least 2 weeks in advance of the date of hire. The Centre reserves the right to charge the hirer for any expenses already incurred on their behalf, e.g. uploading or removing entries on Centre website, hiring equipment etc. The Centre will not refund hire fees for retrospective cancellations.
The Landmark reserves the right to cancel a hire at any time by also giving one month's notice.
8. **Room Capacity.** Hirers must ensure that the number of students does not exceed the Centre's stated capacity limits as shown below:

Bell Room	30 standing or theatre style seating, workshop set-up 12-15 participants
Stage	50 max and depending on set-up requirements
9. **Times of Hire.** The agreed start and finish times must be adhered to and the Centre reserves the right to charge extra hire fees if the Hirer does not do so. At the Centre's discretion a maximum of 10 minutes either side of the hire may be permitted for setting up/clearing away. For full evening hires, hirers and guests must have

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left the Centre premises by 11pm unless the event has a late license (by prior arrangement only). For evening class hires, hirers and participants should vacate the premises no later than 10.30pm.

10. **At the end of their class or hire**, the Hirer must remove anything brought into the Centre by any person associated with the class and ensure that the accommodation and the access routes are left in a tidy condition to the satisfaction of the Centre's Administrator. The Centre cannot provide storage for hirer's equipment or teaching materials between sessions. The Administrator will not accept responsibility for loss or damage to any articles brought into the Centre by Hirers or students.
11. **Classes for Children, Young People & Vulnerable Adults**. Any Hirer offering a class or activity involving these groups must provide evidence to the Centre Administrator that they have current DBS clearance.
12. **Publicity**. The Hirer must not put up any posters or advertisements in the Centre. Any advertisement must be supplied to the office who will display publications for the hirer. Any posters put up without coming through the office will, regrettably, be taken down. Space Hirers may have an advertisement within the Centre, outside advertising is not permitted due to Borough regulations and Landmark space restrictions.
For term hires we offer free inclusion on our website under the section classes with full details of the activity. However please note that we reserve the right to charge for subsequent alterations or removal of such entries.
We also offer free inclusion in our quarterly printed brochure subject to receiving the information within our print deadlines
13. **Parking**. The Centre shares its grounds with 44 flats. Consequently there are severe restrictions to onsite parking with the majority being for Cloister Close residents only. **Only class leaders and disabled drivers may be accommodated** (to a maximum of eight parking bays). Hirers are required to ensure their participants are advised to park in one of the surrounding roads or use an alternative form of transport. The Centre does not accept any responsibility for unauthorised parking or subsequent parking fines (currently £100 fine levied by an independent parking patrol company).
14. **Noise** levels from sound equipment must be kept at a reasonable level (i.e. not intrusively audible from outside the building nor to other hirers using the building). Noise from hirers or guests leaving the Centre must also be kept to a minimum, particularly in the car park surrounding the building. We allow hirers using the Stage to use our CD/iPod compatible music system at their discretion, however the use of the system is not a Landmark contractual obligation.
15. In accordance with UK law, the Centre is a no smoking venue and hirers and their guests are liable to be prosecuted if they smoke inside the building.
16. Any item of electrical equipment brought into the Centre must bear a label showing that it has been tested for safety within the last 12 months. The Centre reserves the right to disallow the use of any electrical equipment not bearing such a label.
17. Please note that no office facilities, including telephones, are available for use by Hirers.
18. Photography is permitted inside the Centre. Gatherings outside the Centre are not permitted.
19. No candles or incense sticks can be used inside the building.
20. The Hirer should ask for instruction on use of the grey screens in the main hall and stage area and should return to where found after each class.
21. While the Centre will indemnify the Hirer against claims resulting from the Centre's negligence, the Centre does not accept any responsibility for claims arising from the Hirer's own personnel, students and suppliers employed by the Hirer. The Hirer will be responsible for arranging any insurance to cover liability risks and must submit copy of appropriate insurance policy.