

Conditions of hire

The Stage
52 St Augustine's Street
Norwich NR3 3AD
01603 926640
info@stagenorwich.org.uk

Copy to be retained by the hirer

The Stage, 52 St Augustine's Street is managed by St Augustine's Gateway Trust. Bookings should be arranged with the booking manager and payment made in advance by cash, cheque (payable to **St Augustine's Gateway Trust**) or bank transfer (sort code **30-96-17**, account number **56203060**).

The Stage is normally available for hire for a minimum period of two hours between 8.30am and 9.00pm, Monday to Saturday. We allow 15 minutes at either end of the hire period to set up/clear up. Hirers may use the premises only for the purpose stated on the booking form and during the times agreed. Please note that subletting or other transfer of hire is not permitted.

Using The Stage

- Your contact during the hire period will be the duty manager, whose phone number will be written on the white board in the kitchen.
- The hirer is responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused to neighbours.
- The maximum number of people allowed on the premises at any one time is 30.
- Please keep fire exits free of obstruction and make sure that your group knows what to do in the event of fire or other emergency.
- Smoking is not allowed on the premises.
- Consumption of alcohol on the premises will require permission at the time of booking.
- Please ensure that other users' belongings are left undisturbed.
- Hirers may play live or recorded music but should obtain permission of the licensors of other copyright materials (such as DVDs or videos) before they are used. Hirers may not watch or record television transmissions via any device.
- To avoid disturbance to local residents, amplified live music is not allowed.
- Hirers working with children, young adults (under 18) and vulnerable adults must have their own appropriate Protection Policy. An adult who is CRB checked should be present at all times.

While you are there:

- Clean any kitchenware, glassware, crockery etc. that you have used and put it away after use.
- Place waste in the appropriate containers (as labelled).
- Please do not use any cooking facilities other than those provided.
- Report any spillages, breakages and faulty equipment (please do not attempt any repairs yourself). Hirers may be billed for any damage to the premises, furniture and fittings arising from the hire period.
- The radiators are set to a comfortable temperature. Please do not adjust them.
- Leave the premises in the condition in which you found them.

If you are locking up yourself, please ensure that internal doors are closed, windows are closed and locked and all lights turned off. The back door is locked when closed firmly from the inside and the locking bar engaged at the top and bottom. The front door should be locked and the keys returned.

Please note

St Augustine's Gateway Trust accepts no responsibility for injury, accident or death to any person or for damage, loss or theft of any property belonging to the hirer or to other persons attending the premises during the hire period. Hirers are advised to have their own public indemnity cover to protect themselves should their employees, volunteers or members of the public be injured on the premises during an activity they have organised.

The Trustees reserve the right to cancel any booking at short notice or to vary these conditions or the hours of the booking. The Trustees also reserve the right to enter the premises during the hire period and to terminate any lettings immediately should the hirer fail to observe the conditions of hire. The booking fee will not be refundable.

A copy of our hire policy is available on request.