



Southwark Playhouse
Conditions of Hire

1. The Hirer will not exceed the maximum number of people allowed in the building at any one time, which is 150.
2. The Hirer will, during the period of hire, be responsible for the Venue. The theming and decorations for the event will remain in situ for all of the above period.
3. The delivery or collection of equipment outside normal working hours must be agreed with Southwark Playhouse in advance and access supervised by the Hirers.
4. The Hirer will provide a first aid box and such other medical facilities as are appropriate to the venue and the number of people attending. The Hirer will ensure that all equipment used during the Period of Hire is safe and operated by persons competent and appropriately qualified in their use.
5. The Hirer must ensure that the power supply is adequate for the provision of their events at the Venue. The Hirer will ensure that electrical circuits in the Venue are not overloaded.
6. The storage of any equipment or other property belonging to the Hirer in the Venue must be approved by Southwark Playhouse in advance.
7. The cleaning of Southwark Playhouse prior to the period of hire is the responsibility of the Venue; the Hirer will pay for the cost of any additional cleaning during the Period of Hire.
8. The Hirer will provide an Event Manager and adequate door staff who should be identified to the duty manager provided by Southwark Playhouse in advance of the event.

9. The Hirer will not operate an entrance policy for any event which is restrictive on the grounds of gender, race, physical disability or sexual persuasion.
10. The Hirer will take all necessary steps to safeguard its guests / its clients' guests during the Period of Hire.
11. The Hirer will maintain cover of at least £5,000,000 in respect of public and product liability insurance to cover the whole of the Period of Hire which it will produce to Southwark Playhouse on request. Southwark Playhouse will on request make available to the Hirer a copy of its own buildings and properties owners liability insurance policies.
12. The Hirer will ensure that all fire, health and safety regulations are complied with and that fire exits are properly signed, illuminated and kept clear at all times. Fire fighting equipment must not be removed or tampered with and the Hirer must take all reasonable steps to ensure that all of its staff, including the Event Manager and the security guards, know the location of the fire exits and fire extinguishers.
13. The Hirer will take responsibility for all issues relating to the health and safety of its guests, staff and any other persons on the premises, as well as responsibility for any equipment and materials, including, though not exclusively, portable appliance testing and ensuring that all fixtures, fittings and furnishings meet relevant fire safety standards.
14. The Hirer will conduct their own method statements, risk assessments and COSHH assessments, produced by an appropriately competent and qualified person.
15. Sound restrictions (94db) will be in place and the Hirer will adhere to these at all times. The Hirer will also ensure that guests entering and leaving the premises will do so in an orderly and quiet manner so as not to disturb neighbouring residencies. The Hirer will ensure that Southwark Playhouse's Noise Management Statement is strictly adhered to at all times, failure to do so will result in a breach of contract.
16. The Hirer will ensure that the Venue is cleaned at the end of the event and handed back in the condition it was taken. Any refuse left on site by

agreement with Southwark Playhouse will be invoiced for separately. Payment to be made within 28 days of invoice. Any equipment, refuse or other property of the Hirer's risk and will incur a fee equivalent to the event's day rate plus the cost of the removal and disposal of the item(s).

17. The Hirer will ensure that no refuse or other properties belonging to the Hirer or their suppliers are left on the street or pavement outside or in the vicinity of the Venue. Failure to do so will result in a breach of contract, the Hirer will be liable for the cost of disposal and a venue's arrangement fee.
18. Any alterations to the fabric of the building must be agreed by Southwark Playhouse in advance, including though not exclusively any holes, painting, changes / additions of fixtures and fittings and other decorations. Any alterations not agreed to or not reinstated as agreed will be charged to the Hirer. Payment to be made within 28 days of invoice.

Conditions of Hire for the Venue

19. Southwark Playhouse will provide a suitable and competent duty manager to be available at the Venue, hours by prior arrangement. Activities outside these hours that require a duty manager must have appropriate staffing from the Venue arranged separately.
20. Southwark Playhouse will make available to the Hirer electrical power, lighting and water.
21. a) In this contract force majeure inter alia but not limited to a national emergency, an act of terror, war, prohibited government regulations or any other cause beyond the reasonable control of either party which renders the substantial performance of this contract impossible.
b) The parties hereto shall be released from their respective obligations under the terms of this contract in the event of force majeure save that any liabilities on the part of either party arising before the event of force majeure shall remain binding upon the respective parties.

22. Neither party shall assign this contract or any part thereof without the written consent of the other party.
23. This contract shall be governed by English law and both parties agree to submit to the jurisdiction and procedure of the English courts.
24. The Parties hereto have agreed to enter this contract and the Hirer accepts the terms and conditions as set out above. The Hirer accepts that if there should be a material breach of any of these conditions, the Venue has the right to terminate the contact forewith. The Hirer further recognises that it is its responsibility to ensure that all of the conditions in this contract are complied with. Any variation of the conditions set out above can only be agreed by the Venue in writing.