

Utopia Theatre Creative Hub and Performance Lab Venue Booking Form and Agreement



Venue address: 11 Rockingham Gate, Sheffield, S1 4JD

Contact e-mail: info@utopiatheatre.co.uk

Contact number: 07881028135/07867966843

Name	
Organisation	
Email	
Phone number	
Event type/purpose of hire	
Space(s) required <i>Please refer to venue guide</i>	
Event details	
Event hire date/s	
Hire time including set up and get out <i>If you are hiring the space out for multiple dates and the times vary daily, please list the separate dates and times. Please remember you are responsible for setting up the room and leaving it as you found it.</i>	
Approximate numbers of people attending	
Technical requirements <i>If you have any technical requirements and want to hire us to help/provide equipment there will be an extra charge</i>	
Agreed hire fee	

Terms and Conditions

In hiring Utopia Theatre Creative Hub and Performance Lab, you agree:

- To manage your own event and leave the space in a clean and tidy state. All waste to be disposed of in the large bins at the back of the premises.
- We reserve the right to charge if the room(s) require more cleaning than expected from normal use.
- If your booking is 'out of hours' you will be responsible for arranging to collect and return the keys (via a safe box) - unlocking and locking the building and leaving it clean, safe and secure.
- To set up the room to meet your requirements, and then return furniture used to where you found it.
- Any damage to the building, or breakage of contents must be paid for in full.
- To be responsible for providing and setting up your own refreshments if required
- To be responsible for the welcome and sign in of your guests, and their health and safety using the checklist we can provide.
- We do not allow smoking anywhere inside or immediately outside of the venue. This includes smoking electronic cigarettes and vapes.
- We welcome assistance dogs, but do not allow other animals.
- Alcohol cannot be sold on the premises
- To have in place your own public liability insurance.
- To carry out a risk assessment of your activities/event. A template is included in the venue guide.
- To take full responsibility for safeguarding your event. We expect hirers to operate their own safeguarding policy in line with national guidance and good practice.
- To ensure that any equipment you use in the venue is safe (e.g. PAT tested). No open flames, fire or gas may be used on-site.
- To abide by our booking cancellation policy
- We require full payment if the booking is cancelled with less than five working days' notice, and payment of 50% of the agreed fee if the booking is cancelled with less than 30 days' notice.

Agreement

I agree to the terms and conditions set out above	
Name.	
Signature. <small>A handwritten or electronic signature is acceptable*</small>	
Date.	

*When signing with an electronic signature you agree that it is the legal equivalent of your handwritten signature and that you are authorised to enter into this Agreement.

Disclaimers

We accept no responsibility for:

Accidents to hirers arising from use of equipment and utensils

Any loss of, or damage to, hirer's personal possessions.