

Bedwas Workmen's Hall Theatre Hire

Old Newport Road, Bedwas, Caerphilly, CF83 8BJ
E-mail: bedwasworkmenshall@gmail.com
Registered Charity No: 1006294
Company limited by Guarantee: 10098716



Application for hire of premises

Name of Organisation:

Address:

Post Code:

Email:

Telephone:

Name of Event:

Date(s) required:

Time access required:

Doors open to Public:

Event start time:

Main artist on stage:

Event ends:

Facilities Required (please tick)

- Sound desk
- Stage Lighting
- Backdrops
- Microphones
- Dressing rooms

Payment Options

A £10 deposit is required for every booking upon submission of the booking form and full payment on or before the day of the event. If the event is cancelled within 4 weeks prior to date of hire the deposit is non-refundable.

Cheques to be made payable to Bedwas Workman's Hall.

Bank Transfers to: Bedwas Workman's Hall / Number - 40158887 / Sort Code - 20-10-26

I have read the conditions of hire overleaf and agree to them

Signed:

Dated:

Please complete, return ASAP and retain a copy of the conditions for your own reference.

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Conditions of hiring

Bedwas Workmen's Hall (BWH) is owned by Bedwas, Trethomas & Machen (BTM) Community Council and managed by the Volunteer BWH Joint Management Committee Volunteers. The hirer (person or agent of organisation named on the hire form) shall be responsible for compliance with the conditions set out below. The hirer is also responsible for informing their personnel of the said conditions.

1. The hirer may not sub-let the venue under any circumstances.
2. The hirer or their representatives must adhere strictly to the times set out on the hire form and vacate the premises by the time stated; otherwise the hirer may be billed accordingly at the hourly rate (minimum 1 hour).
3. The premises must be left clean and tidy after use. An additional cleaning fee may be made if the premises are not left in an acceptable condition and this will be deducted from your bond (if applicable).
4. Smoking/Vaping is not permitted on the premises, outside the main entrance, or on the fire escapes. The smoking area is the pavement beyond our car park.
5. No intoxicating liquors shall be brought onto the premises, unless by special arrangement with the BWH Management Committee where a corkage charge will apply.
6. All attendees of events must understand that there is a possibility of bag searches by doormen. If this is met with refusal, they may be asked to leave the premises.
7. No food will be allowed on the premises, unless by special arrangement with the BWH Management Committee.
8. A refreshment stand/licensed bar will be open for shows; this is run by the BWH Management Committee. Arrangements for serving of customers need to be discussed with the BWH Management Committee.
9. Fire doors must **NOT** be tied or propped open and all auditorium aisles and fire routes must be kept clear.
10. Stage equipment must not be used or operated under any circumstances, without consultation/supervision of the Hall Technician.
11. Stage Lighting will be available for shows and dress rehearsals; any other requirements may incur a further charge.
12. Children (under 16) must always be supervised by a responsible adult whilst in the building.
13. The conditions of hiring may include other restrictions, conditions and other matters required by the appropriate authorities, including licensing of plays and music, food hygiene (if applicable) and fire regulations etc.
14. If applicable, the hirer must provide all necessary insurance cover, including Public Liability.
15. The hirer will be responsible for any loss, damages or breakages of BWH property during the hire period.
16. BWH will not be liable for any loss due to closure or cancellation due to circumstances beyond their control.
17. The balance of hire should be paid within the time allocated on the invoice.
18. No pyrotechnics can be used in the Hall - unless additional licences are obtained, and a qualified operative is employed at the hirer's expense.
19. If a show's cast includes performers under the age of 18, only BWH staff and designated chaperones appointed by the show's producer will be permitted backstage.
20. Hirers may be requested to meet with members of the BWH Management Committee to finalise details before an event's and resolve any queries or issues that may arise.
21. Please ensure guests attending events are respectful of neighbouring properties when leaving and keep noise levels down to a minimum.
22. No confetti or staining products must be used.
23. Please ensure guests attending the events act in a civilised manner, and do not enter restricted areas such as back stage.
24. Please ensure guests using the balcony area stay seated during the performance and do not sit or place items on the ledge that could cause harm to themselves or the audience members below.
25. Please respect all volunteers whilst on the premises, any abuse will not be tolerated.
26. Please do not park vehicles in front of the fire exits or side gates as this could cause a potential blockage if emergency access is required.
27. As the Car Park is accessible by the public, BWH cannot be held responsible for any damage, theft or loss to your vehicle. Please ensure you are parked within the spaces provided to reduce chance of damage to your vehicle or others.

Prices for hire

Half day hire (up to 6 hrs inc light/sound/dressing rooms) - £130

Full day hire (up to 12 hrs inc light/sound/dressing rooms) - £250

(These costs include dressing rooms and use of lights)

Upstairs Hall only- No stage lights/sound/dressing rooms - £20 per hour

Dressing Rooms - £2.50 per room per hour

Capacity

Theatre Seating (rows) – 400 seats

Cabaret Seating (round tables and chairs) – 150 seats

Other seating styles are available upon request

