

The Creative Hub

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.</i>	
Approximate numbers of people attending.	
Technical requirements.	
Agreed hire fee.	

Terms and Conditions

In hiring The Creative Hub, you agree to:

Manage your own event and leave the space in a clean and tidy state. We reserve the right to charge if the room(s) require more cleaning than would reasonably be expected from normal use. Any damage or breakages caused by the hirer to the building, or its contents must be paid for in full. All waste must be disposed of and there are large dustbins provided at the back of the premises.

Have in place your own public liability insurance.

Carry out a risk assessment of your activities/event. A template is included in the venue guide.

Take full responsibility for safeguarding your event. We expect hirers to operate their own safeguarding policy in line with national guidance and good practice.

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.

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.

Follow the smoking restrictions, fire safety and first aid instructions outlined in the venue guide.

Refrain from selling alcohol on the premises.

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.

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.