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078810281 or 0786796643
info@utopiatheatre.co.uk

The Creative Hub

VENUE BOOKING

FORM AND AGREEMENT

Name:	
Organisation:	
Email:	
Liability Insurance Company Name:	
Liability Insurance Policy Number:	
Event Type/Purpose of Hire:	
Space(s) required: Please refer to venue guide	
Event Details:	
Event Hire Date(s):	
Hire Time: Including set up and take down	
Event Type /Purpose of Hire: If you are hiring the space for multiple dates and the times vary daily, please list the separate dates and times	
Approximate number of adults attending:	
Approximate number of under 14's attending:	
AV and Technical requirements:	
Agreed hire fee:	

Terms and Conditions

In hiring The Creative Hub you agree to:

Abide by the 3 key values of Utopia Theatre - which are Creativity, Inclusion and Unity.

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 cleaning than would reasonably be expected from normal usage. 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. (Please note there are large bins provided at the back of the premises)

Adhere to the maximum venue capacity for the venue (50)

Have in place your own Public Liability Insurance

Carry out a risk assessment of your activities/event. Your completed risk assessment should be returned to info@utopiatheatre.co.uk a minimum of 7 days before the event. A template is included in the venue guide

Take full responsibility for safeguarding and behaviour at your event. We expect hirers to operate their own safeguarding policy in line with national guidance and good practice. Under 14s must be accompanied by a responsible adult (who must be over 18).

Ensure that any equipment you use in the venue is safe (e.g., PAT tested). No open flames, fire or portable gas cylinders may NOT be used on site.

Abide by our booking cancellation policy. We require full payment of £80 at the point of booking. If the booking is cancelled or deferred the fees are:

100% of the fee if less than 10 days' notice is given

50% of the fee if less than 20 days' notice a fee is given.

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 arising from misuse of equipment or utensils.
- Any loss of or damage to hirer's personal possessions.
- We reserve the right to withdraw the use of The Creative Hub for events that do not align with our key values.

Agreement

I agree to the terms and conditions set out above.

Name:

Signature:

*A handwritten or electronic signature is acceptable

Date: