



Ferry Road, Teddington TW11 9NN Tel: 020 8977 7558 [www.landmarkartscentre.org](http://www.landmarkartscentre.org)

## TERMS AND CONDITIONS OF HIRE BELL ROOM and STAGE

The Landmark Arts Centre ("the Centre") is prepared to offer facilities for classes to be held within specified accommodation. The Centre is housed in a Grade II\* listed building, the preservation of which is of paramount importance. Applications for use of accommodation for classes will be accepted only if classes are considered reasonable and appropriate for the Centre as a venue.

1. Those placing bookings ("the Hirer") must fully and fairly represent the purpose for which accommodation is required. Any misrepresentation may result in cancellation of classes at any time by the Centre. Under no circumstances may the Hirer sub-let or further offer for hire any of the accommodation booked.
2. Invoices will be issued annually at the start of the term; autumn, spring and summer. Full payment for space hire is due 3 weeks in advance of a term. In order to qualify for any term hire discount, payment must always be received prior to the start of any term and upon issue of invoice. The Centre reserves the right to cancel access if payment has not been received in advance. For new space hirers a non-refundable deposit payment of 25% of the term hire is requested to secure term dates. The Centre accepts payment by cheque payable to 'Landmark Arts Centre', in cash or by credit/debit card. Card payments incur a £1 surcharge.
3. The Centre offers no refund for any paid term hire if it is subsequently cancelled at short notice. Cancellations of ad-hoc dates during a term may be compensated with a credit towards the next term hire. This arrangement is solely at the discretion of the Centre and is dependent on the number of cancelled dates. Ad-hoc cancellations require a minimum of 2 weeks notice to be considered for a credit. The Centre does not refund for any cancellations of dates that are advised retrospectively. We require one month notice in writing for any contract cancellations for space hire. The Landmark reserves the right to cancel space hire at any time by also giving one months notice.
4. Hirers must ensure that the number of students does not exceed the Centre's stated capacity limits as shown below:

Bell Room	40
Stage	70
5. The time agreed at which the class is due to finish must be adhered to. For full evening hires, hirers and guests must have left the Centre premises by 11.30pm. An entrance key may be issued at the discretion of the Centre for evening hire and is subject to a refundable deposit.
6. The Centre is a no smoking venue. Under UK law effective from 1 July 2007, clients and guests are liable to be prosecuted if they smoke inside the building.
7. Any item of electrical equipment brought into the Centre must bear a label showing that it has been tested for safety within the last 12 months. The Centre reserves the right to disallow the use of any electrical equipment not bearing such a label.
8. Noise levels from sound equipment must be kept at a reasonable level (i.e. not intrusively audible from outside the building). Noise from clients or guests leaving the Centre must also be kept to a minimum, particularly in the car park surrounding the building. We allow the space hirer to use our own CD music system at their discretion however; the use of the system is not a Landmark contractual obligation.

9. Because of the Centre's location, there are severe restrictions on parking. Only class leaders and disabled drivers may be accommodated (to a maximum of four parking bays). The Centre does not accept any responsibility for unauthorised parking or subsequent parking fines.
10. It is regretted that no office facilities, including telephones, are available for use by Hirers.
11. Photography is permitted inside the Centre. Gatherings outside the Centre are not permitted.
12. After classes, the Hirer must remove anything brought and placed therein by any person associated with the class, and ensure that the accommodation and the access routes are left in a tidy condition to the satisfaction of the Centre's Administrator. The Administrator will not accept responsibility for loss or damage to any articles brought into the Centre by Hirers or students.
13. Hirers must at all times respect the listed status of the building, its fixtures, fittings and facilities and no alterations may be made to the layout or appearance of any room without prior permission from the Centre. In particular, nothing may be attached to the exhibition screens except when pre-arranged with the Administrator.
14. With regret, no candles or incense sticks may be used inside the building.
15. The Hirer should ask for instruction on use of any partition screens in the main hall and stage area and should return them to where found after each class.
16. Space Hirers may have an advertisement within the Centre; outside advertising is not permitted due to Borough regulations and the Centre restrictions. The Hirer must not put up any posters or advertisements in the Centre. Any advertisement must be supplied to the office who will display it for the hirer, if such advertisement is deemed appropriate and if space is available. Any posters put up without first being submitted to the office will, regrettably, be taken down. The Centre does not guarantee display of a Hirer's advertisement.
17. We offer for term hirers' complimentary inclusion on our website under the section classes with the hirer's details. We also offer for term hire complimentary inclusion in our quarterly printed leaflet, subject to information being supplied within print deadlines. We are not liable for compensation if our website is unobtainable or if our quarterly leaflet is not published due to unforeseen circumstances.
18. While the Centre will indemnify the Hirer against claims resulting from the Centre's negligence, the Centre does not accept any responsibility for claims arising from the Hirer's own personnel, students and suppliers employed by the Hirer. The Hirer will be responsible for arranging any insurance to cover liability risks and must submit copy of an appropriate insurance policy.
19. If working with children, the hirer is responsible to obtain a full CRB check and to provide a copy to the Landmark.