



GENERAL TERMS & CONDITIONS OF ROOM HIRE (August 2013)

The Jersey Arts Centre Association reserves the right to cancel or terminate any hiring without notice and without liability, legal or otherwise, to the hirer or any person affected thereby, if it considers that for any reason (such as, but not limited to, bad weather or defects in the building) it is in the interests of public safety to limit or prohibit access to the premises, or if the hirer has failed to comply with the general terms of hire.

The premises shall only be used for the purposes indicated in the Agreement, and the hirer shall comply with all reasonable requests by the Director and his/her staff who shall have free access to all parts of the premises.

The hirer shall be permitted to use only those parts of the premises specified in the Agreement and shall comply with any conditions attaching to the use of those parts, for instance (although not confined to) occupancy levels, fire safety regulations/restrictions.

The hirer shall be responsible for ensuring that the premises are left in a clean and tidy condition to the end of the hiring. Rubbish should be removed at the end of each session, and windows should be closed. If, in the opinion of the Director, the premises are not left in such a condition, the hirer shall pay the extra cost of cleaning on demand.

The hirer shall not use the premises, or permit the premises to be used for any illegal, immoral, dangerous or offensive purpose, nor do or permit to be done anything which shall be deemed a nuisance or to cause damage or annoyance or inconvenience to the Jersey Arts Centre Association or neighbouring properties.

The Hirer shall not infringe or suffer the infringement of any copyright. In order to enable the Association to fulfil the conditions of any licence, the Hirer must provide a written list of all music to be included in any public performance. The Association will pass on to the Hirer any PRS charges incurred as set out in the Hiring Charges document.

No broadcasting, recording, photographing, filming or videoing of any kind may take place on the premises without the written permission of the Director.

No animals (with the exception of Guide Dogs) are allowed on the premises without the approval of the Director.

All users of the premises placing or leaving articles on the premises do so entirely at their own risk; the Jersey Arts Centre Association cannot accept liability for any loss or damage however sustained.

The Association carries its own public liability insurance but it is recommended that hirers take independent advice relating to their insurance obligations. In certain circumstances the Arts Centre reserves the right to insist upon a hirer taking out insurance cover appropriate to the nature of their hiring.

Hire charges are updated on 1 January each year and the charges payable shall be those obtaining on the first of January in the year of the hiring.

Where the hirer is using the premises for the purpose of conducting their own professional business the Association insists that the hirer take out their own public liability insurance and that a copy of this is provided to the Association prior to the commencement of the hiring.

CANCELLATION CHARGES

In the event of a cancellation at short notice by the hirer, the Jersey Arts Centre Association reserves the right to levy a cancellation fee of up to 25% at its discretion. Cancellation with less than 24 hours notice will incur the full hire charge.

PRACTICAL INFORMATION

The key for any room should be collected, signed out and returned at the Box Office. Please do not leave the key in the lock during or after your session. The hirer may have to set out chairs and tables themselves for bookings after 5pm.

Otherwise the rooms will be laid out to the hirer's specification. Please note that furniture should not be moved from one room to another without prior permission.

If you require catering or refreshments, please see **café jac** at the Jersey Arts Centre on **879482** to make the necessary arrangements. Please note that food and drink should not be consumed on the premises without prior arrangement with café jac at the Arts Centre.