

## **The Dock Venue Rental and Venue Use Policy: revised January 2023**

This policy and the information contained therein should be read and understood by all external users, facilitators, or partners at the time of booking the venue for an event at The Dock (referenced here as the Venue).

### **The Dock's purpose is to support Arts and Cultural Work:**

- The Dock staff reserve the right to refuse applications for hire should the purpose for hiring be deemed unsuitable, inappropriate, or contrary to our creative vision.
- The Venue is not for hire for practice of religion or religious purposes (congregational meetings, prayer services etc).
- The Venue is not available for the single use of political parties' meeting for the purposes of the promotion of single party agendas or manifestos.

### **Working with The Dock - Hire**

- All bookings are considered as provisional until the enquiry form has been processed by The Dock and all queries have been addressed.
- Booking must be made at least seven working days in advance of the event to allow The Dock to plan for your needs.
- Booking is made by an online form, which requests a level of detail in order for us to facilitate your arrival.
- Booking will be confirmed. If you do not receive a confirmation by email the booking is not secured.
- Arrival and departure times or set-up times must be included in your booking slot. This time is considered part of the reservation and will be charged for. Should either get-in or get-out times extend beyond that originally indicated charges will be added on to the final invoice.
- Prompt Payment for room hire is a requirement of booking, users who delay in payment of their account may be deemed unsuitable users.
- As matter of priority, we are open to negotiation on fees with regular users of our space, culturally focused community groups and groups who have little or low funding. Our intention is to cover our operating cost, rather than the generation of income from arts or cultural users. If you have a difficulty meeting costs, please let us know.

- Publicly funded organisations, commercial and business users are charged full hire rates for use of The Dock. They are not priority users.

### **Conditions of Hire**

- The Hirer shall be responsible for ensuring The Dock staff are fully briefed in writing as to the nature and purpose for hiring rooms in the building.
- If the event space is used for any other purpose other than that stated in the Booking form, The Dock reserves the right to terminate the agreement with immediate effect.
- The use of the rooms must be fit for purpose. For the safety of staff, hirers and visitors we will terminate or move an event that is unsafe or unstable, so full disclosure of the type of use is important.
- Subcontracting spaces is not permitted. The Venue's relationship is with the organisation or individual named as primary user for booking, they have responsibility and reasonable duty of care lies with the primary user.
- The hirer, guests or participants agree to only use those parts of the space which are specified in the Rental Agreement including only the means of access and egress as sign-posted and/or notified to the hirer at the commencement of the hire period.
- At the end of the hire period the hirer must remove all equipment, furniture, personal possessions, and anything brought into The Dock by the hirer and/or its guests. If the hirer fails to do this anything left behind will be disposed of.
- If the Hirer generates excessive waste as part of their activity here, we reserve the right to add an additional cost for cleaning or disposal.
- Under no circumstances may the event or ticket sales be advertised to the general public in national, local circulation papers, magazines, in posters or handbills or on the hirer's website without the prior written approval of The Dock.
- All ticketed events at The Dock are processed through The Docks box office system and website.
- The Dock reserves the right to change the allocated room for your event should this be required.
- Prices agreed in advance of the event may be altered should increased resources be used for the event and if the event goes over the allotted time.

Once we have received your application for venue hire, we will discuss all requirements with your organisation. Aspects to be discussed will include the following:

- Hire rate and payment arrangement
- Access to and use of the venue
- Technical requirements
- Health and safety
- Good order and nuisance
- Stewarding
- Venue personnel
- Disability provision
- Recording and broadcasting
- The showing of films
- Music – live or recorded
- Catering, licensing and alcohol
- Removal of hirer's property following event
- Events outside our control
- Complaints and feedback

Any member of The Dock staff may assume the role of venue rental manager\* should the front of house manager not be available.