

House on the Rock Strategy for Use for Performing Arts & by the Community policy statement | February 2006

This statement sets out the policy which House on the Rock holds with regard to the use of its facilities for the Performing Arts

House on the Rock views itself as the steward of its premises, held in trust for the benefit not solely of its attendees but for the entire community.

House on the Rock believes that humankind is made in the image of God and that our creativity is an expression of this.

House on the Rock makes the church building available for use on weekdays (other than Wednesdays) and Saturdays for creative and performing arts, and community events. Potential activities could include (amongst other things) meetings, art and other exhibitions and theatrical productions. House on the Rock will also undertake its own performing arts initiatives from time to time, such as musical presentations (but that any such productions will be in addition to those days allocated for use by the Hirer).

House on the Rock will wish to give priority to:

- ∞ Local schools and educational establishments;
- ∞ Recognised community groups and local performance groups (including amateur and professional performing groups)
- ∞ Groups who establish a regular pattern of use.

Priority will normally be given to established local groups based in the community of Tufnell Park.

The current facility and availability guidelines are attached. Where groups or individuals wish to use the facilities for creative arts activities or community events, the attached document will be the standard hiring agreement that governs all bookings.

House on the Rock reserves its right to refuse permission for use for any performance or community event, where such use might make House on the Rock a party to the undertaking of activity actionable under existing blasphemy, racial justice or any other legislation (including the Theatres Act 1968 as amended). This right will be used sparingly and in a context of dialogue with the Local Planning Authority, with a view to ensuring that the objectives of this Strategy are not compromised by over-zealous exercise of this right of refusal.

House on the Rock Performing Arts & the Community Facilities | February 2006

The Main Building of the House on the Rock premises is available for hire in relation to performances of drama, dance, music and related cultural activities. The space is suitable for performances in the round on the floor of the venue or fixed stage presentations.

The facilities here include:

- ∞ fixed staging
- ∞ moveable stage blocks
- ∞ 2 changing rooms & 1 toilet behind the stage
- ∞ temporary secure storage space for equipment
- ∞ moveable seating on the ground floor
- ∞ sound and lighting rigs in addition to general lighting and equipment to access lighting.
- ∞ access & parking for the hiring period for one lorry
- ∞ notice board

A full schedule of equipment and condition is available on request.

The Community Building of House on the Rock is available for hire in relation to similar performances of a smaller nature and for rehearsals of productions planning to use the Main Building.

The facilities here include: moveable chairs and a portable PA system.

In addition, the Kitchen may be hired to coincide with performances where refreshments are wanted. The Hirer will be responsible for manning this facility. Food consumption will be limited to the kitchen and foyer space.

It should be noted that the premises are not licensed for the sale of alcohol, and the entire complex is non-smoking

The Kitchen facilities include: microwave, oven, washing machine, 500 glasses and 500 cups and saucers.

It should be noted that House on the Rock does not provide a box office facility. However, it is willing to have leaflets and posters available to promote the event and to provide a defined and dedicated space where the Hirer may assemble front of house staff, issue/collect tickets, along with use of an external publicly visible notice board (subject to planning requirements).

House on the Rock Performing Arts & the Community availability | February 2006

This statement sets out the expected availability of facilities that House on the Rock makes available for performance use. It is subject to review from time to time.

The Main Building of House on the Rock venue is available for hire for performance use for a minimum of 10 days per month (to be reviewed once every year for the first two years of hiring). These days will be a Monday, Tuesday, Thursday, Friday or Saturday. The Main Building is not available for hire on Sunday or Wednesday. Each day is divided into 3 sessions, namely 8.00 to 13.00, 13.00 to 18.00 and 18.00 to 23.00.

Use for the performing arts is guaranteed to include one consecutive 3 day period from Thursday to Saturday per month. Only exceptional circumstances will be permitted to override this commitment.

The Directors of House on the Rock reserve the right to set aside these commitments should the facility not be reserved for such performances one month in advance.

The Community Building (as identified on the plan attached) of House on the Rock is available for hire at any time for performance use. However, performance use has no preference over the needs of other groups with regard to this facility.

The facilities of this building are available for hire on every day with the exception of Sunday and Wednesday evenings. The various rooms of the Community Building are available, either on an hourly basis or in the same three sessions as the Main Building.

The Kitchen facility is available for hire only in conjunction with the hire of the Main and/or Community Buildings.

House on the Rock Performing Arts & the Community conditions of hire | February 2006

Standard Conditions of Hire.

- 1 For the purposes of these conditions of hire:
 - 1.1 The term Hirer shall mean an individual or where the hirer is an organisation, the authorised representative.
 - 1.2 The terms defined in the hiring agreement to which these Conditions of Hire are annexed have the same respective meanings in these Conditions of Hire.
- 2 The Hirer shall pay as a deposit at least one third of the cost of the booking at the time of booking or three months in advance of the date of actual use of the premises, whichever is the shorter period. Such deposit shall only be refundable to the Hirer in the event of the Directors of House on the Rock ("the Directors") cancelling the booking. The Directors reserve the right to cancel the booking if exceptional unforeseen circumstances arise.
- 3 The Hirer shall pay the balance of fees due before the conclusion of the booking as may be directed by the Directors. If the Hirer wishes to cancel the booking and the Directors are unable to arrange a replacement booking, the Directors may at their absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the Directors cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded. In the event of such a cancellation the Hirer will be offered the next available booking.
- 4 The Hirer shall ensure that the Standard Conditions and Rules of Hire governing the use of the premises are complied with.
- 5 The Hirer shall during the period of the hiring be responsible for supervision and security of the premises and protection of the fabric and contents from damage and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- 6 The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking other than those (if any) already held by the Directors.
- 7 The Hirer shall be responsible for making adequate arrangements to insure against any third party claims that may lie against the Hirer or his/her organisation whilst using the Main Building (for public performances only) for the sum of not less than £10,000,000 and at the request of the Directors will produce to the Directors no later than 3 days prior to, or at any time during the period of hire evidence of such policy.
- 8 The Hirer shall comply with and be responsible for the observance of all regulations affecting the premises imposed by the Fire Authority, the Local Authority or otherwise.
- 9 The Hirer shall not use the premises for any purposes other than those described in the hiring agreement and shall not sub-let the premises or use the premises for any unlawful purpose or in any unlawful way or do anything on or bring onto the

premises anything which may endanger the premises their users or any insurance policies relating thereto.

- 10 The Hirer shall indemnify the Directors in respect of the cost of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
- 11 The Hirer acknowledges that refreshments may only be consumed in the foyer area or other designated areas of the Community Building. No food or drink or alcohol is to be taken into the Main Building. No alcohol may be sold on the premises.
- 12 The Hirer acknowledges that no sale or auction is to take place on the premises other than the sale of tickets and programmes (and any other items as approved by the Directors and comply with Fair Trading Laws). Such activities are permitted in the foyer space only.
- 13 The Hirer acknowledges that the premises are not to be used for religious worship ceremony or ritual except with the express permission of the Senior Minister and Directors.
- 14 The Hirer shall under no circumstances remove any item relating to the church and its worship without the prior consent of the Directors.
- 15 Chairs and other furniture moved with the approval of the Facilities Manager must be returned to their original positions immediately after use. No bolts, nails, tacks, screws or other like objects are to be driven into any part of the building or any adhesive substance to be attached to it (except with the express consent of the Directors).
- 16 The Hirer shall report all damage to furniture fittings decorations and all other items to the Facilities Manager as soon as possible.
- 17 The Hirer acknowledges that no tenancy is intended to be created between the Directors or their representatives and the Hirer and no relationship of landlord and tenant exists between them.
- 18 Gaming, Betting and Lotteries
The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 19 Electrical Appliance Safety
The Hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner.
- 20 Accidents and Dangerous Occurrences
The Hirer must report all accidents involving injury to the public to the Facilities Manager as soon as possible. Any failure of equipment either than belonging to the hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

- 21 Animals
The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Directors. And no animals whatsoever are to enter the kitchen at any time.
- 22 Compliance with the Children Act
The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
- 23 Fly Posting
The Hirer shall not carry out or permit fly posting or any other form of authorised advertisements for any event taking place at the Hall, and shall indemnify the Directors accordingly against all action, claims and proceedings arising from any breach of this condition.
- 24 Maximum number to be admitted
The maximum number of persons to be admitted to the function is not to exceed 900 (subject to Local Authority Licensing) and during the Period of the Hiring the Hirer must keep a note of the number of persons admitted and show the same on demand to any officer of the Council.
- 25 Smoking
Smoking is not permitted in any area of either the new or existing building.
- 26 End of Hire
The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replace, otherwise the Directors shall be at liberty to make an additional charge.
- 27 Noise
The Hirer shall ensure that the minimum of noise is made on arrival and departure.

As witness the hands of the parties hereto:

Signed on behalf of the Directors of House on the Rock:

Signed by the person named in paragraph 5 of the hiring agreement on behalf of the Hirer:

House on the Rock Performing Arts & the Community hiring agreement | February 2006

Hiring Agreement.

St George's Theatre, Tufnell Park Road, London N7 ("the Premises") is a registered charity owned by the House on the Rock (Co. Registration number 04824843 and Charity Registration number 1102396). The Directors of the House on the Rock ("the Directors") are permitted to offer for hire this space to outside bodies.

This agreement is made on _____ day of _____ between (1) the Directors of House on the Rock and (2) the person(s) or authorised representative(s) of the organisation named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:

A The Directors permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:

1 Purpose of Hiring:

2 Period of Hiring:

Date:

Period: 8.00-13.00 13.00-18.00 18.00-23.00

Hours:

3 Description of

Rooms:

Facilities:

4 Hiring Fee: £

Less deposit received: £

Balance: £

Payable on or before:

5 Hirer:

Organisation (if applicable):

Address:

Telephone:

B

1 The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Conditions of Hire attached hereto for the time being in force and as the Directors may for the time being impose and of which the Hirer had been notified.

2 It is hereby agreed that the Conditions of Hire attached hereto form part of the terms of this hiring agreement (unless specifically excluded).

As Witness the hands of the parties hereto:

Signed on behalf of the Directors:

Signed by the person or authorised representative of the organisation named in paragraph 5 of this hiring agreement on behalf of the Hirer:

House on the Rock Performing Arts & the Community hiring agreement | February 2006

Hiring Fees.

This statement sets out the current fee structure that House on the Rock expects to operate. It is subject to review from time to time. This document is written in relation to current anticipated charges (for 2005). It should be noted that these will be adjusted for inflation at the time of the building being available for use finally.

All facilities are available for hire with a standard fee for use and sliding scale reductions for charitable and other community based groups of between 35-100% of the relevant standard fee. Maximum and minimum amounts are indicated below. Figures include general cleaning of the premises but exclude VAT.

The main building has a seated audience capacity of 900 (ground floor 650, balcony 250).
The first floor fellowship hall has a seated capacity of 100.
(These figures are subject to Local Authority licensing approval).

Hire periods include all set-up and removal time.

	Day rate		Session rate		Hourly rate	
	max	min	max	min	max	min
Main Building ***	£800	£400	£350	£140	£100	£50
Room up to 12 persons	£100	£50	£40	£20	£12	£5
Room up to 40 persons	£250	£125	£100	£50	£20	£10
Room up to 70 persons	£400	£200	£150	£75	£40	£20
Kitchen	£100	£50	£50	£25	£15	£8

*** this rate will be increased in relation to film or commercial TV hire