

The Chrysalis at Camphill MK

Terms and Conditions for Hire

1. Introduction

The Chrysalis is a multi-function meeting and events venue with full theatrical facilities (see Technical Specifications). It is located on the Willen Park South campus of the Milton Keynes Camphill Community, which is home to 50 people with learning disabilities plus staff and their families.

The Community uses the Chrysalis for meetings and performances and all other users are asked to recognise and respect the nature of the Chrysalis as an integral part of the Community.

The Chrysalis is owned and managed by Camphill MK Communities Ltd (a registered charity herein called “Camphill MK”) that is the contracting party for all hiring.

Some of these Terms and Conditions may be varied by mutual agreement between the contracting parties.

2. Hire Periods and Charges

See the booking application form.

3. Deposits

3.1 All application forms must be accompanied by a reservation deposit in form of cheque, which is appropriate as part of the hiring fee.

3.2 For bookings totaling less than £520, an upfront payment to secure your booking is required in the form of a cheque for the total cost of your booking.

3.3 For bookings totaling more than £520, a reservation deposit of £520 is required in the form of a cheque.

3.4 Cheques are payable to Camphill MK Community, ‘Chrysalis Theatre’ and the name of your event on the reverse.

3.5 The Outstanding balance must be paid within 7 days after receiving your invoice.

3.6 In order to secure the premises against any damages that may be incurred, you are required to pay a returnable deposit in the amount of **£150**. This must be paid in cash at the time of booking. Arrange a visit in order to pay this amount in person.

4. Cancellation of hire

In the event of the hirer cancelling, the following will apply:

The hirer will forfeit the prepaid deposit and a sliding scale of further charges will be levied as follows:

- Less than 1 months notice: full hire charge to be paid;
- 1-2 months notice: 75% of the hire charge to be paid;
- 2-3 months notice: 50% of the hire charge to be paid;
- 3-4 months notice: 25% of the hire charge to be paid.

There will be no charge if more than 4 months notice of cancellation is given.

5. Termination of hire

5.1 Camphill MK shall have the absolute right to cancel any contract of hiring at any time at its own absolute discretion.

5.2 Camphill MK shall not be liable for any claim, cost, action, demand, or compensation in respect of any loss or damage arising from such cancellation if the hirer fails to observe the requirements of the terms and conditions set out herein.

6. Liability

6.1 Camphill MK shall not be liable for any injury or any loss or damage to property, equipment or personal belongings brought on to Camphill MK premises.

6.2 Camphill MK shall not be liable for any loss to the hirer due to flood, fire, break down of equipment, failure of supplies or other unforeseen interventions.

7. Damage

The hirer will be liable for any loss, theft or damage to Camphill MK property caused by the hire.

8. Licenses and copyright

8.1 The hirer shall obtain all necessary licenses or permissions relating to their event and shall pay all copyright royalties or other fees as appropriate.8.2 The hirer shall indemnify Camphill MK against any infringement of copyright which may occur during the hiring.

8.3 Any unlicensed photographing or video recording of any copyright material is strictly prohibited.

8.4 The hirer will supply to Camphill MK a copy of the event programme and of all publicity material as soon as such materials are available.

8.5 The hirer will comply with the conditions of the Chrysalis Premises License, a copy of which is available from Camphill MK.

8.6 Alcohol may not be sold or consumed in the Chrysalis or anywhere on the Camphill MK estate except with the prior agreement of, and subject to conditions set out by Camphill MK.

9. Insurance

9.1 The hirer shall effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities. In particular the hirer must ensure that all staff/members and others engaged on behalf of the hirer are covered by the hirer's liability insurance.

9.2 Copies of all relevant certificates must be forwarded to Camphill MK prior to the beginning of the hire period.

10. Equal Opportunity

To eliminate unlawful discrimination and to promote equality of opportunity , the hirer must comply with all relevant legislation.

11. Children in Theatrical Performances

When using minors in performances the hirer must obtain such licenses as required to satisfy statutory and other legal liabilities with regard to performances and the chaperoning of minors whilst on theatre premises.

12. Health & safety

12.1 The hirer will, jointly with Camphill MK, ensure that all staff/members and others engaged on behalf of the hirer maintain adequate standards of health and safety throughout the hiring in accordance with the appropriate legislation.

12.2 The hirer should maintain registers or lists of individuals present in the Chrysalis at all times during the hire (including audience numbers).

12.3 The hirer must ensure that all staff/members and others engaged on behalf of the hirer are made aware of the Chrysalis' Fire and Evacuation procedures and have nominated a representative who has agreed to be the point of contact for safety, who will be conversant with the Chrysalis evacuation procedure and be briefed by a representative of Camphill MK.

12.4 In the case of public audience events, the hirer must supply the number of stewards specified by Camphill MK.

12.5 No more than 260 persons are allowed in the Chrysalis at any one time.

12.6 A competent person or persons as approved by Camphill MK must operate all stage, lighting and sound equipment.

12.7 All additional equipment supplied by the hirer must be approved by Camphill MK, and, if electrical, must have been subjected to Portable Appliance Testing.

12.8 Ensure that all scenery, stage props and drapes have undergone flame-retardant treatment in accordance with the theatre license.

12.9 All pyrotechnics, dry-ice machines, real flame (including candles), smoke and foam generators can be used only with the express consent of Camphill MK. Please note that Camphill MK is obliged to apply to the Licensing Authority for written permission at least 36 days before the date of use.

12.10 Camphill MK retains the right, with other statutory bodies, to summarily prevent or stop an event for whatever reason, if they consider all or part of it to be detrimental to the safe operation of the Chrysalis or of the Camphill MK Community.

13. Security

13.1 The hiring does not entitle the hirer to use or enter the hired premises at any time other than the specified hours for which they are hired unless prior arrangements have been made with Camphill MK.

13.2 The hirer will ensure and be responsible for the security of the stage and backstage areas at all times.

13.3 The hirer will ensure that no undesirable person is permitted to enter, remain or otherwise make use of the hired premises.

13.4 Camphill MK retains the right to refuse entry to anyone whose presence they consider for whatever reason to be detrimental to the safe operation of the Chrysalis or of the wider Camphill MK Community.

14. Appropriate use of premises and facilities

14.1 The hirer will not sub-let any part of the hired premises.

14.2 Unless otherwise arranged, the hirer will ensure that the event ends before 10.30pm.

14.3 Curtains Stage and auditorium curtains must only be operated by pull cords to avoid handling the material.

14.4 **Piano** the piano will be kept locked at all times other than when specifically hired.

No articles of any description should be placed on the piano. Players should ensure that their hands are clean before playing the piano.

14.5 Walls Posters must not be fixed to the painted walls.

14.6 Refreshments Consumption of food and drink is restricted to the foyer and may not be taken into the auditorium without prior arrangement with Camphill MK.

14.7 **Front of house – bar:** The Chrysalis runs the bars.

The Chrysalis doesn't provide a box office services. The
Hirer is responsible for tickets sales and contact details.

The minimum publicity provided by the Chrysalis Theatre can be found in the booking form under the *Publicity/Marketing* section.

Only hard copies of posters are accepted.

14.8 Smoking is not permitted under any circumstances in any part of the Chrysalis, in accordance with current legislation.

14.9 Animals No animals shall be brought onto the premises without the prior arrangement of Camphill MK.

14.10 The Chrysalis main car park is the *Peace Pagoda Car-park* situated across the V10 Brickhill Street, which has up to 300 spaces free of charge.

You as the hirer, have to appoint competent people to direct cars to the appropriate place. The Camphill Car-parks are only to be used for disabled, latecomers and cast & crew. There are up to 60 spaces depending on other things happening with in Camphill Community.

Residents of Camphill Community will often volunteer to support your event, but this can't be guaranteed on the night.

The Chrysalis has available high visible jackets & Trousers, torches and transmitters

14.11 Supervision The hirer must supervise the event and ensure that order is maintained at all times during the hire.

14.12 Tidiness The Chrysalis should be left clean and tidy at the end of the hire period.

DECLARATION BY HIRER

I/We have read, understood and agree to the terms and conditions set out above.

I/We agree to indemnify Camphill MK Communities Ltd in the event of loss or damage to the premises and for any claim made by any party for bodily injury arising out of the use of the premises.

I/We certify that:

Public Liability Policy No.....

Issued by (name of insurance company).....

.....

Provides indemnity in accordance with the above paragraph for the sum of not less than £5 million pounds sterling and will remain in force during the whole hire period.

I/We shall effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities.

Name

Position

Signature

Date

Additional declaration to be signed if the event involves children

I/We confirm that we are familiar with the current legislation and guidelines concerning the protection of children, and agree to abide by them.

Name

Position

Signature

Date

Booking confirmed on behalf of Camphill MK Communities Ltd by:

Name

Position

Signature

Date

