

# **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 52 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.

The Terms and Conditions may be varied by mutual agreement between the contracting parties.

## **2. Induction**

2.1 To secure your booking you will have an induction about the Theatre and technical aspects.

## **3. Hire Periods and Charges**

3.1 See the booking application form.

## **4. Deposits**

4.1 All application forms must be accompanied by a cheque for the reservation fee.

4.2 For bookings totaling less than £520, an advance payment for the total cost of the booking is required.

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

4.4 The Outstanding balance must be paid within 7 days of receipt of the invoice.

4.5 A returnable deposit of £150.00 is payable at the time of the booking against any damage cause as a result of your event.

4.6 Cheques should be made payable to Camphill Milton Keynes Community, On the reverse of the cheque should be written “Chrysalis Theatre” and the name of your event.

## **5. Cancellation of hire**

5.1 In the event of the hirer cancelling or postponing the following will apply:

- 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.

## **6. Termination of hire**

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

6.2 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.

## **7. Liability**

7.1 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.

7.2 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.

## **8. Damage**

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

## **9. Licenses and copyright**

9.1 The hirer shall obtain all necessary licenses or permissions relating to their event and shall pay all copyright royalties or other fees as appropriate.

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

9.3 The hirer will supply to Chrysalis Theatre a copy of the event programme and of all publicity material as soon as such materials are available.

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

## **10. Insurance**

10.1 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.

10.2 Copies of all relevant certificates must be provided to Chrysalis Theatre at the time of the booking.

## **11. Equal Opportunity**

11.1 The hirer must comply with all relevant legislation in relation to race, sex etc.

## **12 Children in Theatrical Performances**

12.1 When children, as defined by legislation, are part of performance, the hire must obtain such licenses as required to ensure that statutory and other legal liabilities are complied with. Children should be supervised at all the times whilst on Theatre premises.

## **13. Health & safety**

13.1 The hirer will 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.

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

13.3 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. A named person responsible for safety should be nominated by hirer and be conversant with the Chrysalis evacuation procedure.

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

13.5 Only competent persons as approved by the Chrysalis Theatre must operate all stage, lighting and sound equipment.

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

13.7 Ensure that all scenery, stage props and drapes have undergone flame-retardant treatment in accordance with H&S legislation.

13.8 All pyrotechnics, real flame (including candles) can be used only with the express consent of the Chrysalis Theatre

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

## **14. Security**

14.1 The hirer may only enter the premises between the specified hours as indicated in the contract unless prior arrangements have been made with the Chrysalis Theatre.

14.2 The hirer will be responsible for the security of the stage and backstage areas during the specified hours of the hire.

14.3 The hirer will ensure that all those associated with their hirer behave in responsible manners.

14.4 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 Theatre or of the wider Camphill MK Community.

## **15. Appropriate use of premises and facilities**

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

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

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

15.4 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.

**15.5 Posters must not be fixed to the painted walls.**

**15.6 Consumption of food and drink is restricted to the foyer and may not be taken into the auditorium without prior arrangement with the Chrysalis Theatre.**

**15.7 The Chrysalis Theatre runs the bars unless otherwise agreed with the hirer**

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

**15.9 Smoking is only permitted in restricted areas identify by smoking signs.**

**15.10 No animals, expect for guide dogs, shall be brought onto the premises without the prior arrangement of Camphill MK.**

**15.11 The hirer, is responsible for appointing competent people to direct cars to the appropriate place. The Chrysalis Theatre has high visible clothing, torches and radio transmitters to assist with car parking.**

**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

