



THE ARMSTRONG

VENUE HIRE TERMS & CONDITIONS

1. HIRER INFORMATION

Hirer name/organisation: _____

Type of Booking: _____

Date(s) of Booking: _____

A signed copy of these Terms & Conditions, together with the required payment, must be returned to confirm your booking. By signing, the hirer agrees they have authority to enter into this agreement.

2. PAYMENTS

- All payment amounts will be invoiced.
- A **25% deposit** is required at the time of booking to secure your date.
- The **outstanding balance is due no later than 4 weeks prior** to the event date.
- Bookings under **£50 must be paid in full** at the time of booking.
- Management reserves the right to apply additional charges where extra staffing is required and will be discussed at time of booking.
- **We are a cashless venue** – cash payments cannot be accepted.
- Payment by BACS:
Bank: Co-operative Bank
Name: Thornbury Community And Arts CIO
Sort code: 08-92-99
Account: 67420050
Please use the invoice number as the reference.

Payment and receipt of this signed document confirms acceptance of these Terms & Conditions.

3. CANCELLATIONS

- All cancellations must be made **in writing**.

- Cancellations **within 14 days of the event** will be charged the full amount.
 - Cancellation **before the balance is paid** will result in the deposit being forfeited.
 - In exceptional circumstances, hirers may apply for a refund; this remains entirely at the discretion of venue management.
-

4. BOOKING PERIODS, ACCESS & MINIMUM HIRE

- Minimum booking duration is **2 hours**.
 - The booking period must include all **set-up, build, pack-down and load-out** time.
 - Any access outside booked times must be arranged in advance and **may incur additional charges**.
 - Your booking ends when the **last person from your organisation leaves the premises**.
-

5. CAPACITY

Hirers must comply with venue capacity limits in accordance with licensing regulations.
Capacity must not be exceeded under any circumstances.

6. EVENT ADVANCE INFORMATION

At least **two weeks prior** to the event, hirers must return the Event Requirements Form including:

- start/finish times
- room layout
- technical needs
- staffing requirements
- number of guests
- catering information

Failure to supply this information may affect our ability to support the event.

7. PREMISES LICENCE & CURFEW

- Armstrong's premises licence prohibits certain types of performance; a copy is available on request.
- The curfew for all licensable events is **23:30**.
- Pack-down may continue quietly until **00:00**.
- A late-licence extension *may* be requested no less than **3 months prior** to the event and will incur additional fees.
- Please respect our residential neighbours when leaving the premises.

8. NOISE

If the manager considers noise levels excessive, they may instruct that the volume be reduced.

Failure to comply may result in the event being stopped.

9. CATERING & BAR

- A bar and catering service is available – details on request.
 - Bar last orders is at **23:15**.
 - Self-catering (where permitted) requires:
 - kitchen and equipment left clean
 - all food prepared by someone with **Level 2 Food Hygiene**
 - The Armstrong accepts no responsibility for illness caused by external catering or self-catered food.
 - **No alcohol may be brought onto the premises.** Only venue-supplied alcohol may be consumed.
-

10. HEALTH & SAFETY

- Hirers must familiarise themselves with fire exits, evacuation routes and firefighting equipment, and communicate these to their group.
 - Corridors, gangways and fire exits must remain clear at all times.
 - First Aid boxes are located in the office, behind the bar, and in the kitchen. A defibrillator is available at the front of the building.
 - Where events require stewarding, evacuation will be managed by the in-house team; otherwise, hirers must brief attendees.
 - **Lone working is not permitted.**
-

11. SAFEGUARDING

For events involving children or vulnerable adults:

- Hirers are responsible for adequate supervision at all times.
 - The venue does not provide supervision.
 - Groups working with children must comply with safeguarding legislation and have appropriate DBS-checked staff where required.
 - The venue does not allow children under the age of 18 into the venue without relevant adult supervision.
-

12. EQUIPMENT & TECHNICAL USE

- Armstrong lighting, sound and technical equipment may only be used by competent persons, by arrangement with the Manager.
 - Hirers are responsible for any damage to the building, furniture, or equipment.
 - Fixtures must not be tampered with. **No tape, pins, screws, nails or adhesives** may be used.
 - All equipment brought onsite must comply with Health & Safety regulations and have a **PAT test**.
 - All venue equipment must be returned to its original location and settings.
-

13. STAGE USE

- Scenery must be built off-site; final assembly may not damage floors or walls.
 - All scenery and props must be self-supporting.
 - No drilling, screwing, nailing or perforating the stage is permitted.
 - Working at height requires a risk assessment and appropriate safety measures.
 - Hi-vis vests must be worn when loading from the street.
 - A risk assessment for the event must be sent to the Manager **at least one week prior**.
 - All props, scenery and furniture must comply with **Fire Safety Regulations**.
-

14. CONTRACTORS, SUPPLIERS & THIRD PARTIES

Hirers must ensure that any external suppliers (e.g., DJs, entertainers, caterers, AV companies):

- hold valid Public Liability Insurance
- have up-to-date PAT certificates
- comply with venue safety rules
- do not bring prohibited items (smoke machines, pyrotechnics, confetti cannons etc.) without written approval

The hirer is responsible for the behaviour and actions of all third-party suppliers.

15. DOGS & ANIMALS

Only **Assistance Dogs** are permitted.

Performing animals are only allowed where fully licensed and approved in writing by the local authority.

16. BEHAVIOUR & CONDUCT

- Hirers are responsible for the behaviour of all attendees and contractors.
- Abuse, aggression or unsafe behaviour may result in immediate termination of the event without refund.

- The Armstrong may refuse future bookings from hirers who breach these conditions.
-

17. CLEANING, WASTE & DAMAGE DEPOSIT

- The venue must be left in a clean and tidy condition.
 - All waste must be placed in the designated bins.
 - Excessive cleaning, damage, or misuse will incur additional charges.
 - Where applicable, a **damage deposit** may be required; this will be refunded after inspection.
-

18. LIABILITY & INDEMNITY

- The Armstrong accepts no responsibility for loss, theft or damage to personal property belonging to the hirer, guests or contractors.
 - Hirers indemnify the venue against any claims, damages or costs arising from the event, except where caused by venue negligence.
 - The venue's liability is limited to the total hire fee paid.
-

19. INSURANCE

For public events, performances or high-risk activities:

- Hirers must hold **Public Liability Insurance** and provide proof on request.
-

20. FILM LICENSING

The Armstrong is licensed for cinema use; please contact us to discuss requirements.

21. PARTIES

We regret that we **cannot accept 18th birthday party bookings**.

22. FORCE MAJEURE

The venue is not liable for failure to deliver services due to circumstances beyond reasonable control, including but not limited to power failure, pandemics, extreme weather, industrial action, or changes in law.

23. DATA PROTECTION (GDPR)

- Hirer information is used solely for booking administration and legal compliance.
 - Data is stored securely and not shared with third parties except where legally required.
 - Information is retained only as long as necessary for administrative and financial purposes.
-

24. ACCEPTANCE OF TERMS

By signing below, the hirer agrees to abide by all Terms & Conditions and confirms they have the authority to enter into this agreement.

Print name: _____

Signature: _____

Date: _____