

Hire Agreement

This agreement applies to the hire of venue on:

Set times: Monday to Sunday 9am till 11pm

25% of the agreed fee for hiring McQueens is used as a deposit for cancellation. Your deposit will be returned if your cancellation is within 14 days prior to the start of your booking.

1. Hirer Rights & Obligations

1. The hirer shall have access to the Venue for on the agreed times by Collage.
2. The hirer must remove all materials and other items brought in for the Hire and return the venue back to Collage Arts in the same condition during the duration of the venue hire.
3. The Hirer shall be responsible for the cost of relevant Insurances and additional sound and lighting equipment, etc. if required.
4. The hirer must always act in the best interests of The Venue and do as much as is reasonably practicable to protect The Venues licence.
5. The hirer shall be liable for the costs of any damage caused to the venue during set-up and removal of their hire of the venue.
6. The hirer has agreed to no food or drink products in the Venue or the Long Lounge unless agreed prior to the event.
7. The hirer must not bring alcohol into the in the Venue or Long Lounge, there is an onsite restaurant/bar to accommodate for this.

2. Provision of Venue

1. The fees for the hiring of the venue (McQueen Theatre) under the terms of this agreement are detailed above. The Venue will provide The Hirer with the use of the McQueen Theatre main room and green room only. Access to the toilet area via the green room is available upon request.
2. The facilities provided by the Venue to the hirer shall include:
 - A clean Venue.
 - One microphone, microphone stand and access to a basic P.A system
 - Any other reasonable items requested by the hirer, e.g., tables, chairs, and staging. Any additional cost will be discussed with the hirer.
 - Any additional costs outside of the venues usual setup must be paid for by the hirer.
 - In-house P.A system and further sound equipment e.g., projector, additional microphones and theatre lighting are available upon request.
 - Please note that if you bring your own technician, you MUST hire at least one hour of tech support from one of our technicians

3. Venue's Rights and Obligations

1. The Company's liability in contract / Venue Hire Agreement, tort or otherwise (including but not limited to any liability for negligence) however arising out of or in connection with the hire of its obligations under this Agreement for all events or series of connected events occurring for the hired event of this Agreement, shall not exceed in the aggregate 100% of the Hire Fees / Venue Hire Fees received by the Company pursuant to this Agreement.
2. A 25% deposit must be paid immediately, the remainder of the balance must be paid 7 days prior to start of your booking, if paying your invoice relies on ticket sales then this must be negotiated with the hirer.
3. The Venue reserves the right of admission.
4. The Venue operates a zero-tolerance policy towards drugs. Anyone caught in the possession of drugs will be detained and handed over to the police.
5. All production materials including but not limited to banners, builds, inflatables, projections, films and slides must be approved. The venue also reserves the right to refuse items if they do not comply with Health & Safety standards
6. The Venue shall not accept liability for any damage incurred to any production materials and reserves the right to remove said objects, should the Hirer fail to do so.
7. The Venue shall accept no responsibility for any injury to persons sustained whilst using the Venue in the hire period, save through negligence of the Venue or of its suppliers.
8. The Venue shall accept no responsibility for any items lost or stolen during the hire.
9. Whilst every effort will be made to ensure the provision of the facilities detailed, the Venue cannot be held responsible for shortcomings or conditions which may affect the event and which are outside its control (e.g., weather, acts of terrorism, fire etc.).
10. The Venue reserve the right to operate the venue split (i.e., one party using one Main room/ one party using the green room) if The Hirer is not utilising the whole venue. This may result in shared toilet / other facilities. The venue will inform the hirer of this in advance.