

SJE Arts - TERMS AND CONDITIONS FOR EVENT ORGANISERS

- 1. **SJE Arts** is owned and managed by St Stephen's House.
- 2. **The organiser** must nominate a person to take responsibility for administration of the event. Event organisers must arrange a pre-event on-site meeting with a member of the SJE Events team.
- 3. **The Facility Fee & Payment.** The charge for the concert will be *xxx with xxx for use of the Steinway D piano.* You will be invoiced on booking for a non-refundable deposit, in part payment of the final fee. The balance must be paid within 21 days of receipt of final invoice.
- 4. **Amplification:** For any concert needing amplification a site visit will be needed. All electrical equipment brought onsite must have been electrically (PAT) tested and approved.
- 5. **SJE Concert Stewards** will be available to deal with queries or emergencies. These stewards will be familiar with fire precautions and other venue regulations. Concert organisers should provide their own personnel to sell tickets and programmes at the door.
- 6. **Piano (2008 Steinway D concert grand).** The hirer will be held responsible and charged for any damage while the piano is in their custody. Please also see separate conditions for the hire of the piano.
- 7. **Publicity Posters** may be displayed by arrangement with SJE Arts. Each organisation using SJE for a concert is responsible for its own publicity.
- 8. **Aisles and fire doors** must be kept clear. Seating may not be rearranged without consent from SJE Arts personnel.
- 9. **Car Parking:** limited parking is available for performers in the James Street car park. Spaces must be reserved.
- 10. **Performing Rights Society.** SJE Arts must submit a quarterly return to the PRS of any concerts held. To enable us to complete this return, organisers must supply us with box office takings and a concert programme within two weeks of the concert date. Royalties payable as a result of the return will be invoiced to the concert organiser.

11. Changes in agreed arrangements

If you need to make changes in agreed arrangements, for instance to timing or audience number, please contact the SJE Arts team at the earliest opportunity. SJE Arts retains the right to pass on any costs incurred.

12. Cancellation

If a booking is cancelled more than 2 calendar months from the event date, the deposit will be forfeit. For a cancellation within 2 calendar months of the event date the entire booking fee will become due. This fee will include the cost of tuning, if applicable, and any other costs incurred by SJE Arts in relation to the event.

13. Insurance

Hirers will be held responsible for any accident or injury arising out of their activities for which they have booked the premises. Hirers are responsible for carrying out their own risk assessments and Public Liability Insurance cover. Please provide a copy of your insurance cover when returning this document. Hirers of SJE Arts are required to complete details of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury or illness, before the premises are vacated at the end of the event. A book is provided for this purpose, and can be obtained from one of the Concert Stewards.

These notes are designed to eliminate misunderstandings. Please sign below to confirm that you have read and accepted all the above conditions.

Event title and date.....

Signed..... Date

Name on behalf of

Please Note: Bookings are not confirmed until this form has been completed and returned with the deposit.