

Conditions of Hire for the Radcliffe Centre

The person responsible for the event must be trained in the operation of the property.

The Centre will only be opened upon arrival of the event organiser and before departure. University security should be called to ensure the building is left secure upon exit.

A copy of the hire charges can be obtained from the University Estates Department. A deposit might be necessary to ensure your booking.

If you require use of University AV facilities there will be an additional charge for the presence of a technician.

The Steinway piano should not be moved without prior approval and use is subject to additional conditions.

Any damage or additional cleaning will be charged for at an appropriate rate.

The organisation booking requires proof of liability cover.

The person responsible for the event must ensure that the following conditions are strictly adhered to.

1. Hours of Opening

The University carries a Licence for the use of the Radcliffe Centre for public entertainment but NOT for the sale of alcohol. Performance of music/dancing or public entertainment only between the hours stipulated on the Licence summary (attached).

2. Capacity

Maximum capacity of the venue is 116 seats.

3. Staff

The person responsible for the event to ensure

- they receiving training in respect of fire regulations and evacuation procedures.
- that all users adhere to the terms and conditions of hire.
- that all safety arrangements are in place.

4. Control and Conduct of Premises

(i) Prevention of Crime, Disorder and Public Nuisance

- The person responsible should maintain good behaviour within the premises with procedures to deal with aggression, drunkenness or possession/supply of drugs.

- They should monitor noise levels within the premises and upon exit to prevent nuisance to nearby residents. To this end ALL fire exit doors to remain shut at all times unless being used for an emergency.

(ii) Property

Nothing should be attached to any surface without the prior consent of the University.

All furniture and University items should not be moved without prior consent.

(iii) Public Safety

In addition to the main entrance there are four illuminated fire exit doors with call points and extinguishers on exit. The fire alarm is monitored remotely 24/7 but if safe to do so the fire brigade can be called using the internal phone by dialling (9) 999.

The person responsible should

- Ensure all fire arrangements are in place.
- Ensure all exits and exit routes are free of obstructions.
- Ensure that no smoking takes place within the premises. [Smoke effect machines cannot be used in the premises due to the detection system.]
- Ensure there is sufficient access and egress for disabled persons, to ensure the safe evacuation of all parties.
- Provide approved SIA door supervisors when there is a need to control access to and from the property in order to protect the public.
- Ensure that any electrical items brought into the premises are of a safe nature and subject to PAT (portable appliance testing).

A copy of an event risk assessment is included as a guide to organising your event safely.

Notwithstanding the Hours of Opening defined by the Licence, no event in the Radcliffe Centre shall continue beyond 10.30pm and all clearing up etc shall be arranged such that the building can be locked at 11.00pm.

In addition to the roles of Staff, Attendants and Door Supervisors defined by the Licence, arrangements shall be made to ensure that audiences and performers leave the Radcliffe Centre quietly, as the Centre is located in a residential area.

Please note: Car parking on the public highway adjacent to the Radcliffe Centre is extremely limited.

I have read and accept the above conditions of use.

Signed:

Name:

Date:

Organisation:

Position with Organisation:

University of Buckingham
Estates Department