

# HEBDEN BRIDGE PICTURE HOUSE

## HIRE APPLICATIONS AND BOOKING PROCESS

### 1. Introduction

The Hebden Bridge Picture House is a thriving single screen cinema, open 363 days a year, which enjoys a reputation for its diverse range of cinematic exhibition with a programme of films and live screenings that appeals to a broad cross-section of the local community. It also has a secondary use as a 530 seat capacity venue for commercial and non-commercial events and as such is a valuable space for the local community to present their own cinematic and small live performances.

To ensure the safety and security of hirers, performers and the public and also to maintain the safety and security of our listed building and the valuable assets within it, all hires of the Picture House for whatever purposes are run from a technical support and front of house perspective by Picture House staff. This also ensures the integrity of our venue, the enjoyment of visitors, and helps to maintain the Picture House's reputation and excellent customer service profile both when operating as a cinema and as a venue for non-screening events.

### 2. Equality Statement

At the Hebden Bridge Picture House, diversity and equality are embedded in the heart of our thinking and we are committed to promoting these values through all the activities undertaken by the Hebden Bridge Picture House. We demonstrate this by presenting an artistic programme of film and cinematic events that reflect a wide range of styles and cultures in order to advance equality of opportunity and foster good relations. We wish to welcome a wide range of performers and representations, particularly of those groups that have low public visibility or are subject to prejudice against them. We also take care to ensure that our activities and actions are carried out and our decisions are made in accordance with Human Rights principles.

### 3. Vision Statement

As part of Hebden Royd Town Council the Hebden Bridge Picture House, in determining applications to hire the Picture House will strive to:

- Be open, accessible and accountable in all its decision-making
- Be responsive to the needs of the community
- Promote equal opportunities

## 4. Booking Procedure

1. All enquiries regarding hiring the Picture House for any purposes shall be directed to the Manager of the Picture House.
2. On receipt of an enquiry the Manager shall provide the enquirer with the following documents, which shall also be available to download from the Picture House website:
  - Hire Charges document
  - Conditions of Hire
  - Technical Information document
3. Following the receipt of those documents the potential hirer will be responsible for contacting the Manager to discuss their particular requirements in detail, this to include confirming they have read and accepted the hire charges, technical information document and the terms and conditions of booking, date availability and content of the event planned. In response the Manager shall give an indication of the hire fees for the event as outlined, based on the timings and staff requirements indicated.
4. Once this information is received by the Manager it shall be for the Manager and the Programmer together to determine the acceptability of the hire request having regard to:
  - a. the commercial benefit and viability of the hire;
  - b. the requirements of the Picture House's artistic programme;
  - c. the management team's capacity to prepare for, organise and mount the event;
  - d. the date or dates proposed for the event and (i) the Programmer's ability to obtain a particular cinematic release if this date is not available to him / her (ii) the event's 'fit' with other scheduled / programmed films and events (iii) the number of non-screenings in the diary for that period (having regard to the maximum permitted annual number of hires which interrupt or cancel a screening, as from time to time agreed by the Picture House committee);
  - e. the provisions of paragraph 5 of this section 4 (below);and to accept or decline (or in the case of sub-paragraph e. to refer upward) the hire request based on these factors.
5. Where a hire request has not been declined for any of the factors at a. to d. (inclusive) above but the Manager or the Programmer have reasonable grounds to believe that were the Town Clerk or the Picture House committee to consider the decision to accept the booking under section 5 (below) that they would refuse the booking under one or more of the grounds specified in paragraph 1 of section 5, the hire request shall be passed to the Town Clerk for determination by him / her under the provisions of section 5.
6. Once the hire request is deemed to be acceptable (whether by the Manager and Programmer together or by the Town Clerk / Picture House Committee following referral under section 5) then the Picture House Manager will issue a contract letter at which point a 50% deposit is payable on return of the signed letter on behalf of the hirer.
7. The contract letter may impose proportionate terms and conditions on the hirer including imposing a minimum age limit for the event and detailing the content of the marketing literature for the event and any necessary warnings about the event's content to ensure that the event and its presentation is appropriately represented to enable potential audience members to make an informed choice about attending the event.

8. When returning the signed contract letter with the deposit cheque all details concerning the hire arrangements should be provided along with a technical rider detailing any technical set up the Picture House staff are to provide.
9. The balance of the hire fee shall be paid on the date specified in the contract letter, which is usually 28 days before the event date.

## **5. Referral of hire enquiry to the Town Clerk / Picture House Committee**

1. If the Manager and Programmer refer a hire enquiry / application to the Town Clerk in accordance with section 5 of the Booking Procedure the Town Clerk shall consider whether to accept the hire booking taking into account whether:
  - a. acceptance of the booking would be consistent or inconsistent with Hebden Royd Town Council's Vision Statement
  - b. the licence that is granted to Hebden Bridge Picture House from Calderdale Council permits the activities proposed by the hirer as part of their event;
  - c. there are reasonable grounds for believing that the proposed event or any of its content may give rise to an environment in which people will experience or could reasonably fear harassment, intimidation, victimisation, verbal abuse or violence, particularly because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, and or is likely to give rise to other conduct that is prohibited by or under the Equality Act 2010;
  - d. adequate arrangements can be made to safeguard the safety of participants and audience members to ensure that public order is maintained;
  - e. the event will breach or exceed the limits of the building, contents and public liability insurance in place for Hebden Bridge Picture House;
  - f. the event is, taking all circumstances into consideration, in the best interests of Hebden Bridge Picture House.
2. The Town Clerk will act in accordance with the Human Rights Act 1998 and refrain from making a decision which is incompatible with a convention right;
3. Each application referred to the Town Clerk for consideration will be judged on its merits. The Town Clerk shall have regard to the comments of the Manager and Programmer concerning the application.
4. If the Town Clerk shall be unable or unwilling to determine a referred application in accordance with section 1 above, the Town Clerk shall refer the decision to the Picture House Committee of the Town Council who shall use the guidelines in section 1 in determining whether to accept the hire request.
5. If an application to hire the Picture House is refused by the Town Clerk or the Picture House Committee then confirmation of that decision shall be given in writing together with the reasoning applied.

## **6. Appeal of a hire refusal to Full Council**

1. In the event of the refusal to accept a hire, should the applicant wish to appeal the initial decision, a request for an appeal should be put in writing (marked for the attention of the Town Clerk at

Hebden Royd Town Council). This appeal will be made to Full Council to re-consider the hire application using the same criteria applied by the original party who declined the hire booking request.

2. The written appeal request should include full details of the event proposed and the reasons why the Picture House is their preferred venue for the event.
3. This appeal shall be considered at the next published date for a meeting of Full Council (provided the communication requesting the appeal has been received in due time to allow the addition of the item to the meeting's agenda and for it to be circulated to Councillors). The applicant will be allowed to speak at this meeting, and will be provided with a copy of the agenda for the meeting in advance and a copy of the minutes of the meeting once available.

As adopted by HRTC 2<sup>nd</sup> October 2013 minute 286, and amended to reflect minor detail changes by the Manager in June 2017.