

## HEBDEN BRIDGE PICTURE HOUSE – HIRE CHARGES

These charges relate to events taking place between the 1<sup>st</sup> April 2017 and March 31<sup>st</sup> 2018.

- All charges are levied at the prevailing rate at the time of the event, not the time of booking.
- **VAT is payable on all charges: the figures shown are exclusive of VAT.**
- All charges include one member of supervisory / technical staff as appropriate. Hebden Bridge Picture House will determine the appropriate staffing levels for each element of your hire. Additional staff are charged as follows (added to the building hire fee):

### STAFF TIME

All staff recharge rate (Monday – Sunday): £12.00 per hour

### PRIVATE AND COMMERCIAL HIRE / EVENT RATE

*Incl. businesses, private individuals, promoters and any events run for profit.*

<u>Monday to Thursday</u>	<u>£</u>
During fit-up and rehearsals (minimum 2 hours per day)	60.00 per hour
For the event (minimum 4 hours per day)	220.00 per hour
<u>Friday to Sunday (and Bank Holidays)</u>	<u>£</u>
During fit-up and rehearsals (minimum 2 hours per day)	90.00 per hour
For the event (minimum 4 hours per day)	330.00 per hour

### NON-COMMERCIAL HIRE RATE

*Incl. amateur organisations, community groups (such as musical groups, amateur performers, youth groups), local interest groups, voluntary organisations, schools, colleges, universities, and registered charities. Groups and enterprises that are not registered charities should be run on a not-for-profit basis (as evidenced by their constitution.) Events organised by educational establishments must be non-commercial in nature and purpose to fall within this category.*

<u>Monday to Thursday</u>	<u>£</u>
Any hire (up to 3 hours) that replaces or disrupts 1 x scheduled screening	200.00
Any hire (up to 6 hours) that replaces or disrupts 2 x scheduled screenings	400.00
Any hire (up to 9 hours) that replaces or disrupts 3 x scheduled screenings	600.00
Access at all other times outside of screening hours / additional hours hire (per hour)	40.00 p.h.
<u>Friday to Sunday (and Bank Holidays)</u>	<u>£</u>
Any hire (up to 3 hours) that replaces or disrupts 1 x scheduled screening	300.00
Any hire (up to 6 hours) that replaces or disrupts 2 x scheduled screenings	600.00
Any hire (up to 9 hours) that replaces or disrupts 3 x scheduled screenings	900.00
Access at all other times outside of screening hours / additional hours hire (per hour)	60.00 p.h.

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All hires are subject to the 'hire charges and hire enquiry conditions' overleaf and to our detailed 'Conditions of Hire' document.

If you have not received a full copy of the 'Conditions of Hire' or our Technical Information document please contact the Picture House as soon as possible in order that it can be forwarded to you.

**Hebden Bridge Picture House, New Road, Hebden Bridge, West Yorkshire, HX7 8AD**  
Tel: 01422 847287 / 842807 [info@hebdenbridgepicturehouse.co.uk](mailto:info@hebdenbridgepicturehouse.co.uk)

### **Hire charges and hire enquiry conditions with effect from 1 April 2016:**

1. For bookings and all standard enquiries concerning availability please contact Rebekah Fozard, Manager on 01422 847287 or e-mail [manager@hebdenbridgepicturehouse.co.uk](mailto:manager@hebdenbridgepicturehouse.co.uk) whereupon the booking procedure will be followed.
2. Hebden Bridge Picture House reserves the right not to accept hire requests in line with its published Booking Policy.
3. Bookings must be confirmed at least 28 days prior to the event, with a 50% deposit paid on return of contract, and the balance payment due 28 days prior to the event. Late bookings (those made less than 28 days before the proposed hire date) are available only by negotiation and require immediate payment of the full hire fee in full with return of contract.
4. The Picture House is available for hire all year round but only available for hire by negotiation on 24<sup>th</sup>, 26<sup>th</sup>, 31<sup>st</sup> Dec and 1<sup>st</sup> Jan. The Picture House is closed on 25<sup>th</sup> December and may be closed on 26<sup>th</sup> December. Normal screening times and hours may vary. Our licensed opening hours are 9am to 12.30am with licensed activities curtailing by midnight except on a Saturday evening when they may continue to 12.30am. Please see our Conditions of Hire for more details of our premises licence.
5. All hirers must be supervised by at least one member of Picture House staff at all times whilst in the building (this staff member's time is included in the hire costs). All other staff are recharged at the prevailing rate. Please refer to section 12 (iv) of the Conditions of Hire for further details.
6. SIA registered security staff must be supplied where necessary in conjunction with Hebden Bridge Picture House and at the discretion of the Picture House Manager. All security costs to be paid by the hirer. Quotations can be provided on request.
7. All technical requirements must be confirmed at least 4 weeks in advance of the event. Please refer to our Technical Information Document prior to booking and check we can accommodate your technical requirements before proceeding with a booking.
8. Technical Costs – Additional charges will be made in the event of special requirements e.g. hired in or adjusted lighting, additional staffing, presentation equipment etc. All requirements must be discussed with the Picture House Manager in advance of the event.
9. Part hours over 15 minutes will be charged at the full hourly rate.
10. Bank Holidays/Local Holidays will be charged at the normal rate plus 50%.
11. PRS fees, at the relevant rate, are payable by the hirer. Merchandising fees are also payable. Ticket agency fees are payable where tickets are sold on behalf of the hirer. For details of all additional fees, please see the sections 2, 5 and 6 of the Conditions of Hire.
12. If you wish to publically screen a film it must be covered by an appropriate film licence – either a BBFC certificate or a licence issued by Licensing at Calderdale MBC. Failure to produce evidence of an appropriate film licence at least 24 hours before the start time of the hire will result in the hire being cancelled, and the hire fee will be forfeited.
13. The Picture House is licensed for the sale of alcohol, and pre-measured beer, wine, cider and pre-mixed gin and tonic are now being sold from the kiosk. There is no static bar on site so all requirements for a full live events bar must be discussed at the time of booking. At the Picture House Manager's discretion, if requested, security must be provided for any event with a separate licensed bar and the cost of security must be covered by the hirer.