

The Old Electric Booking Request Form

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| <p>Contact Name Job Title at organisation (if appropriate) Organisation Name Contact Email address Contact Phone Number</p> | |
| <p>Your/Your Company Address</p> <p>+ Status (eg individual, small, charity, CIC, LA)</p> | |
| <p>Date(s) a space is required</p> | |
| <p>Time(s) a space is required (Please give indication of any additional time that might be needed for set-up/pack-down)</p> | |
| <p>Numbers the space is required for</p> | |
| <p>Expected ages of participants (for adults = 18+)</p> | |
| <p>Type of activity (eg meeting, active workshop, audience event)</p> | |
| <p>If you know the spaces inside TheOE, your preference for which you'd like to use</p> | <p>Meeting Room The Mezz Theatre Gallery Other (please specify) Whole Building</p> |
| <p>Is payment available for space hire/staffing? Give us an indication of ££ you have or if you see payment-in-kind as an option, what the offer is?</p> <p>(There is an indication of our charges later in this doc, however these are a discussion starter; we see cultural + creative capital as currency in this</p> | |
| <p>PAYMENT CONTACT email (if different to above) + PO NUMBER FOR THIS BOOKING - if needed, this should be sent in advance of your booking taking place</p> | |

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| <p>Short description of event/project i.e. what do you want to use the space for? What is the aim of your session and why would you like to use TheOE in particular rather than any other space?</p> | |
| <p>If this activity includes children and/or other vulnerable people, do you expect any additional provision to be made by the venue? Eg separating out toilets, sole use of venue etc</p> | |
| <p>Will you be selling tickets to/spaces at this activity, in which case what platform will you be using and can we have access to the data? (It's OK if no is the answer but we would encourage sharing our information with all participants who come into the building so they can get a full sense of what we're trying to achieve here)</p> | |
| <p>What additional resources do you require ? incl. Front of House/Additional staffing? Technical incl lighting/sound/access to projection? Marketing/Comms? Refreshments? Tables/Chairs etc?</p> | |

Please note - we may or may not be able to action this request.
On receipt of this request, we will consider each activity on an individual basis and our programming team will work to ensure this community arts venue is providing the best range of creative opportunities for our local residents.
Thanks v much for considering using our spaces.
We encourage you to contact info@theoldelectric.co.uk to arrange a viewing of the spaces to be sure you are clear of what we can and cannot provide. Thanks.
For all social media or public info about the event we encourage you to tag us in @theoldelectric

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| | For participatory activity | | | |
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| <p>0.5day = 8am-1pm or 1pm-6pm or 6pm-11pm Full day = 10am-6pm</p> <p>All spaces + £10/hr for self-serve unlimited tea/coffee/squash/biscuits</p> <p>£POR for additional refreshments with staffing + equipment incl projector</p> | Organisation - commercial | Organisation - charity/ subsidised | Individual - charging | Individual - free |
| <p>Meeting Room: Cap 10</p> <p>incl. access to TV screen w/ HDMI lead DVD player white board + markers Wifi</p> | <p>£20/hr or £75 + 0.5day or £150 full day</p> | <p>£15/hr or £50 0.5day or £100 full day</p> | <p>£10/hr or £40 0.5day or £80 full day</p> | <p>£10 non-refundable deposit at time of booking or skills exchange</p> |
| <p>The Mezz: Cap 35-50 (includes use of Meeting room too) (50 max to incl MR/admin area)</p> <p>incl. access to TV screen w/ HDMI lead DVD player white board + markers Wifi</p> | <p>£30/hr or £145 0.5day or £290 full day</p> | <p>£20/hr or £90 0.5day or £180 full day</p> | <p>£20/hr or £90 0.5day or £180 full day</p> | <p>£10/hr or £40 0.5day or £80 full day</p> |
| <p>Theatre: Cap 200</p> <p>(Please note there is currently no wifi in this area - we recommend you use data tethering from your own device if internet access is needed)</p> | <p>£50/hr or £225 0.5day or £450 full day</p> | <p>£40/hr or £165 0.5day or £330 full day</p> | <p>£40/hr or £165 0.5day or £330 full day</p> | <p>£20/hr or £100 0.5day or £200 full day</p> |
| <p>Gallery Cafe: Cap 40</p> <p>incl. access to projection screen white board + markers Access to honesty-basis tuck shop (Please note there is currently no wifi in this area - we recommend you use data tethering from your own device if internet access is needed)</p> | <p>£30/hr or £145 0.5day or £290 full day</p> | <p>£20/hr or £90 0.5day or £180 full day</p> | <p>£20/hr or £90 0.5day or £180 full day</p> | <p>£10/hr or £40 0.5day or £80 full day</p> |
| <p>Whole building</p> | <p>PROCE ON REQUEST - total building capacity must not exceed 499 - we work on an operational basis of 300 max + will staff on a 1:15 basis. Potential opening hours are 8am-11pm; we cannot operate any activity outside of these hours.</p> <p>We do not have a license to serve alcohol.</p> | | | |

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The Old Electric

Space Booking: Terms & Conditions

In a perfect world there would be no need for these terms.

1. Contract Terms

1.1 We agree to hire out the Venue to you on the following terms. These terms, together with the Booking Form, constitute a contract between you and us (“Agreement”) and must be read together with any other documents or policies explicitly referred to in these terms. Any other terms contained in any other document are excluded unless their inclusion is expressly agreed in writing.

1.2 In these terms:

1.2.1. “we” and “us” means The Electric Sunshine Project cic (company number 10286868);

1.2.2. the “Booking Form” means the booking form attached to these terms of hire; and

1.2.3. the “Venue” means the spaces within The Old Electric, 23 Springfield Rd, Blackpool, FY11QW that you have specified on the Booking Form and that we have agreed to hire out to you.

2. Accuracy of the Booking Form

You warrant that the information contained in the Booking Form is correct, accurate and contains no errors or omissions. We reserve the right to cancel this Agreement without having to refund any costs incurred by you (including any deposit or damage deposit) if you are in breach of this warranty.

3. Cost of Hire

3.1. You shall pay to us a 15% deposit of total cost of hire on acceptance of these booking conditions and booking form which will be at least 6-weeks in advance of your first booking date. In the event of the venue being provided to you free of charge, we reserve the right to request a reasonable deposit to secure your booking. In all instances, this is non-refundable in the event of cancellation or no-show on your part at any point.

3.2. We will issue an invoice for the additional amount payable once you have used the venue for your hiring purposes. In the event of your hiring being for multiple dates, this will still be issued immediately after the first date of use unless otherwise agreed in writing in advance.

3.3. All invoices issued by us to you must be paid within 28 days of the date of the invoice. If you fail to settle the invoice in full within this time frame, you will pay interest on the overdue amount at the Statutory Rate.

4. Use of Venue

4.1. For the avoidance of doubt, you are being granted a non-exclusive, revocable licence to use the Venue as specified on the Booking Form, for the duration specified on the Booking Form and this shall in no way be construed as a grant of a lease to you.

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4.2. It is your responsibility to ensure that the Venue is suitable for your intended use. If you have any booking requirements which you think may affect the suitability of your use of the Venue you should discuss these with us before confirming the booking.

4.3. You shall not use the Venue for any other purpose other than that described on the Booking Form. You shall not sub-hire or use the Venue or allow the venue to be used for any unlawful purpose or in any unlawful way, nor do anything or bring anything into the Venue which may endanger the same or render invalid any insurance policies of the Venue, nor allow the consumption of alcohol at the Venue without our prior written permission.

4.4. Smoking (including the use of e-cigarettes) is absolutely prohibited at the Venue. You must ensure that you and all other attendees do not smoke or use e-cigarettes in the Venue.

4.5. Neither you, nor your attendees are permitted to use any equipment at the Venue, unless otherwise agreed in writing. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable in full for any damage to the equipment.

4.6. If either you or your attendees move any equipment you find at the Venue, you must return such equipment to its original position before leaving the Venue. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable for any damage to the equipment, and for any injury to either you or your attendees, in full.

4.7. You shall ensure that any equipment you bring to the Venue to use at the Venue (including but not limited to sports equipment, catering equipment and electrical equipment) are safe and in good working order, are used in a safe manner and, where relevant, have been PAT tested in accordance with current safety testing requirements.

4.8. You shall not use any naked flames, gas cylinders or canisters, nor place any combustible materials adjacent to heat sources.

4.9. You must not make excessive noise whilst at the Venue.

5. Venue Security

5.1. We will make arrangements for the Venue to be opened and locked after your specific event. You agree to notify us as soon as you become aware that your specific event may, or will, start later or end earlier than specified on your Booking Form.

5.2. You must ensure that adequate supervision is available at all times and ensure that no unauthorised persons are permitted to enter the Venue.

You must adhere to all security and fire precaution measures of the Venue. If a fire is identified it is your responsibility to alert the onsite duty manager immediately, and to evacuate the Venue immediately in accordance with the Venue's policies.

You will be responsible for keeping an accurate list of attendees at your activity and will be responsible for ensuring the safe evacuation of all in the case of fire or serious incident.

6. Alterations

You must not make any alterations to the Venue or any other part of the building or grounds in which the Venue is contained without our prior written consent. This includes screwing or nailing anything to any part of the Venue, and fixing or taping anything to the floor of the Venue.

7. Licences

You shall be responsible for obtaining all licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The

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Copyright Licensing Agency Limited and all other bodies in connection with the hiring of the Venue for your specific use. You indemnify us and the owner(s) of the Venue against the consequences of your failure to do so.

8. Insurance

You must have adequate Public Liability Insurance in place for use of the Venue and you must produce up to date evidence of such insurance to us when requested by us.

9. Health and Safety

During your booking, you must comply with all relevant Health and Safety Regulations, including having in place an appropriate evacuation plan. Coordination with our front of house volunteers use be discussed in advance of your booking date to ensure a clear coordinated plan has been created for the needs of your activity. The on-site duty manager will have ultimate responsibility in this situation.

10. First Aid

We will have a qualified first aider on site during your booking. Access to a telephone within the Venue is restricted. In the event of an emergency it is your responsibility to have in your possession a working, fully charged mobile phone to contact emergency services, next of kin or any other relevant persons or body.

11. Sale of Goods

11.1. Unless otherwise agreed, you must not use the Venue for any auction sale, trade, business or manufacture of goods.

11.2. You must not use the Venue for any illegal or immoral act or purpose.

11.3. We reserve the right to cancel this Agreement with immediate effect where such use is taking or is intended to take place without having to refund any costs incurred by you, to you (including any deposit or damage deposit).

12. Gaming, Betting and Lotteries

You shall ensure that nothing is done at or in relation to the Venue in contravention of the law relating to gaming, betting and lotteries.

13. Promotional Materials

13.1. You are responsible for all publicity and promotion of your event at the Venue.

13.2. Promotional Materials must not include promotion of alcohol, smoking or gambling.

13.3. You must not use our name or logos, or those of the Venue (or any affiliated organisation), in any promotional material relating to your event without our prior written permission (which may be conditional upon us approving the material in question before you use it).

13.4. Your hiring of the Venue does not constitute an endorsement by us or the Venue of either you or the subject matter of your reason for hire of the Venue.

14. Food and Drink

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14.1. If you have specified that you require catering, the full details of this must be agreed no less than 2-weeks in advance of your activity including full dietary requirements, numbers, timings and costing

14.2 If you have specified on the Booking Form that you will be preparing, serving or selling food and/or drinks at the Venue, you must observe all relevant food and hygiene laws and regulations.

14.3. If you have specified on the Booking Form that you will be using your own caterers at the Venue during the event, you must ensure that the caterers comply with all relevant food and hygiene laws and regulations. You must also ensure that any leftover food and/or drinks and/or crockery and/or rubbish is removed from the Venue and the Venue is returned to the condition in which you found it on arrival at the Venue.

15. Children

You shall ensure that you have adequate and up to date child protection policies and procedures in place. You must also ensure that you and any and all other persons likely to have contact with the children and vulnerable adults have obtained enhanced Disclosure and Barring Service checks, and all other necessary checks, prior to the event taking place.

16. Prevent Duty

You shall not use the Venue for any purpose or event which does not uphold fundamental British Values, as defined within the Counter-Terrorism and Security Act 2015.

17. Animals

You shall not allow any animals, other than guide dogs (with prior notification), to be brought into the Venue without prior written consent from us.

18. End of Hire

18.1. You shall ensure that the Venue is vacated at the time specified on the Booking Form under “end time”. If you or any of your guests or attendees have not vacated the Venue or any other part of the building or grounds in which the Venue is contained, we reserve the right to make an additional charge.

18.2. You are responsible for leaving the Venue and any other part of the building or grounds in which the Venue is contained in a clean and tidy condition. You must ensure that the Venue is returned to the condition in which you found it on arrival at the Venue. If you fail to do this, we reserve the right to make an additional charge.

19. Termination

19.1. If applicable and without prejudice to clauses 19.2 and 19.3 below, this Agreement may be terminated in accordance with our cancellation policy.

19.2. For the avoidance of doubt, we retain the right, in our absolute discretion, to refuse or cancel a booking at any time if the reason for hire or subject matter to be discussed or promoted at the event is something to which the Venue itself would, or does, reasonably object to.

19.3. Either of us can terminate this Agreement if the other is the subject of a bankruptcy order (or the equivalent in any other jurisdiction) or the other becomes insolvent or makes any

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arrangement or composition with, or an assignment for the benefit of, its creditors or if any of its assets are the subject of any form of seizure. If either of us is a company, the other can terminate this Agreement if the company goes into liquidation, either voluntary or compulsory, or if a receiver or administrative receiver or administrator is appointed.

20. Liability

20.1. During the period of hire, you shall be responsible for all damages (including accidental damage), losses (including consequential losses), claims and costs arising out of your use of the Venue and you shall indemnify us and the owner(s) of the Venue from and against any damage (including accidental damage), expense, liability, loss suffered by the owner (including consequential loss), claim or proceedings arising out of the course of or caused as a result of the hiring of the Venue or a breach of the terms of hire. For the avoidance of doubt the owner shall be entitled to enforce this particular clause.

20.2. For the avoidance of doubt, you are entirely liable and responsible for both you and your attendees (and yours and their property) at all times whilst you are at the Venue and in any other part of the building or grounds in which the Venue is contained.

20.3. Nothing in this Agreement shall be construed as restricting or excluding our liability for death or personal injury resulting from our negligence or for fraud.

20.4. Our liability to you under this Agreement shall not exceed the amount paid by you for hiring the Venue for your specific event.

21. Force Majeure

We may cancel any Agreement if the Venue is, or if any part of the building or grounds in which the Venue is contained is, rendered unfit or becomes unavailable due to unforeseen circumstances. This includes, but is not limited to, Acts of God, fire, lightning, explosion, war, disorder, terrorism (actual or threatened), security reasons, school lockdown, flood, pandemic or epidemic, industrial disputes (whether or not involving our employees), failures or interruptions of electricity gas or water supplies, weather of exceptional severity or acts of local or central government or other authorities.

22. General

22.1. Any notice required or permitted to be given by either party to the other side under this agreement shall be in writing addressed to that other party at its registered office or principal place of business or such other address as may at the relevant time have been notified under this provision to the party giving the notice.

22.2. No waiver or any amendment to these terms shall be effective unless in writing and signed by both you and us.

22.3. Apart from clause 20.1, a person who is not a party to these terms may not enforce any of them under the Contracts (Rights of Third Parties) Act 1999.

22.4. This Agreement shall be governed by the laws of England and we both agree to submit to the exclusive jurisdiction of the English Courts.

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A Force for Positive Resistance

These are our house rules; if you're here, your agreement is assumed:

We believe in love, kindness and generosity.

We choose acceptance and we reject labels.

In this positive resistance movement, we, the people, are the assets and are unapologetically utopian in our vision for a better future society for all.

This space is built on collaboration, community and camaraderie; it is a place for creation, provocation, laughter, sounds, words, movement, colour, light and otherness; everything that happens here may not be to your personal taste, but we expect respect and courtesy.

The Old Electric will be a home for discovery, inspiration and optimism; a place where mistakes are valued as part of growing and learning.

Everyone has the right to feel safe here.

We are dedicated to removing barriers to participation and to developing conditions in which creativity can thrive beyond limits of circumstance, class and context. Access to arts is a right and through creativity we can build, from the bottom upwards, a new society of individuals who are healthier, happier and more closely connected.

Our responsibility is to the people of Blackpool.

We seek to influence people in positions of power, policy and practice in this town and beyond.

We intend to find new ways of understanding impact and value, to inspire agency and change within our communities and to play an essential role in public life.

We believe it is possible to combat bureaucratic cliché & sloganism with fearlessness and fun.

We are opposed to cynicism, short-termism and institutional apathy.

We put our trust in both science and magic!

We object to the shift towards consumerist values, and will never put accrual of money above anything else. Creativity is beyond materialism; it is currency in its own right.

We value art and artists; it is our duty to produce pathways for professional practice here.

We will share our stories of both success and shortfall.

We commit to treading lightly on our beautiful planet and to working towards an environmentally sustainable future.

We celebrate our similarities & our differences; we know that we're always evolving individually and together and that we are greater than the sum of our individual parts.

We promote freedom of opinion and expression and equality of opportunity for all; embracing diverse disciplines and the right for everyone to see themselves reflected in the games we play, the stories we tell and the songs we sing.

We trust the process of play and how it can enable us to break out of oppressive circumstances, heal trauma, build bridges, generate community and reignite imagination and we 'never doubt that a small group of thoughtful, committed citizens can change the world'.

We will prioritise building relationships with those who feel the same.

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