



Terms and Conditions

This document contains information for those wishing to hire facilities at the Platform, Morecambe

Booking

To check availability and to provisionally book a date please contact a member of the Platform Management team on 01524 582815. To confirm your booking please complete and return the booking form within 14 days to ensure that your provisional booking is confirmed. A 10% deposit will be required to secure your booking.

Technical Requirements

For a list of the Platform's technical equipment please refer to our venue guide

Portable Appliance Testing

All electrical equipment brought into the Platform must meet current safety legislation and must be PAT tested. A copy of certificates will be required by the management to ensure that safety legislation is adhered to.

Liability and Insurance

Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party Risks (including product liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

All documentation must be produced, available for inspection, 28 days prior to the commencement of the event and must be available for inspection at any time during the event.

The hirer will be responsible for all legal claims for personal injury and damage to property whether caused wilfully, negligently or accidentally the hirer or servants or agents arising directly out of the activities in connection with the hire of the Platform.

The council shall not be responsible for any loss or damage to any property arising out of the hiring; nor for any loss, damage or injury which may be incurred by, or be done or happen to any person or persons resorting to the hired premises during the hiring, arising from an cause whatsoever; or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the hired premises to be temporarily closed or the hiring interrupted or cancelled. The hirer shall indemnify the council against any claim which may arise out of the hiring or which may be made by any person resorting to the hired premises during the hiring in respect of any such loss, damage or injury.

Access to the Building

Time of access to the Platform for get-ins, rehearsals, and performances must be clearly stated on the booking form. All persons involved with rehearsals, get-ins and get outs must sign in and sign out, so that we are aware of who is in the building in the event of an emergency. No exits, passageways or corridors may be blocked by any props, costumes or other obstructions.

The Get-Out

The get-out must take place after your last performance. All areas used by the hirer must be returned to their original condition. It is the hirer's responsibility to inform Platform staff when the get-out has been completed.

Scenery and Back Drops

All scenery and back drops brought into the Platform must be made of fire retardant material or be fire proofed. Proof of compliance will be required

Box Office Commission

The Platform management reserves the right to sell tickets for events promoted in the venue.

Refreshments and Bar

Unless otherwise agreed in advance the venue reserves the right to sell all bar refreshment and alcoholic liquor. No refreshments of any description may be brought into the venue for consumption or resale.

Sale of Goods

The sale of any article shall not be permitted within the Platform without prior consent

Payment

A deposit of 10% must accompany the booking form. The balance is due at least five working days prior to the event. Failure to do so will result in cancellation of the event.

Cancellation by the Council

Lancaster City Council reserves the right to refuse or cancel an event without giving reason and to require the details of the programme or events to be submitted for approval before deciding whether or not to accept the booking

Cancellation by the Hirer

Any cancellation by the hirer must be notified to the Platform management in writing as soon as possible. In the event of a cancellation, the following will apply:

- more than 28 days notice – 10% of the hire charge
- less than 28 days notice – 50% of the hire charge
- less than 7 days notice – the full hire charge will be payable

Conduct and Maintenance of Good Order

The hirer shall ensure that good conduct and order is maintained during any function and shall not permit anything to take place that is unlawful, offensive or indecent or contravenes the Platform's premises Licence. A copy of the premises licence can be viewed on request. Lancaster City Council reserves the right to put a stop to any entertainment or event which is not properly conducted.

The hirer shall comply with all the instructions of the Platform management and staff with regard to the maintenance of good conduct and order. The hirer shall remain on the premises throughout the function and ensure that the premises are left in the same condition as they are found and all litter is removed.

The hirer shall ensure that all members of their team or production are made aware of the terms and conditions.

The hirer shall at all times comply with the direction of the Duty Manager as to seating and other arrangements

Children Performing

On productions that include children performing on stage, hirer must insure that they have obtained all necessary licences from the Local Education Authority as stipulated in the 'Children and Young Persons Acts 1933 and 1963 Children (performance) regulations 1968 (as amended)'. Failure to produce above licences on request from the Duty Manager will result in performance being cancelled and could lead to prosecution for the hirer from the issuing authority

Performing Rights

No copyright music shall be performed or reproduced in any manner in connection with any public function without the permission of the owners of the copyright. The Council holds the licence for the performance of copyright music controlled by the Performing Rights Society Ltd, which require the Council to submit to the Society details of all music performed, (title, author, publisher). The hirer must therefore supply these details to the Platform Management prior to the event.

Decorations, Scenery and Special Effects

No decorations, advertisements, posters or other interior decorations may be displayed without Management's consent. Details of all special effects and pyrotechnics shall be provided to the management one month prior to the performance.