

PHOENIX VENUE HIRE TERMS & CONDITIONS

CANCELLATION POLICY & DEPOSITS

A non – refundable deposit of 20% is required to secure bookings. The remaining amount for the hire will be due 2 weeks prior to the date of hire.

If the event is cancelled at least 2 weeks in advance of the booking then the hire charge will be refunded, less the non-refundable deposit.

If the event is cancelled within 2 weeks then the full hire charge will not be refunded. In some instances it may be possible to reschedule an event – please discuss your options with Phoenix Brighton

If the booking is made within 2 weeks of the hire date then the full amount for the hire is required to secure the booking and is non-refundable.

In some cases, for high risk events or hires, Phoenix will request an additional fully-refundable deposit held during the hire period, against breach of contract, loss or damage incurred in the course of the activity.

SPACE USE

Space must be returned to its original condition and ready for the next activity by the end of the hire date, and keys returned.

Storage of items related to the activity is limited and restricted to the period of venue hire. Any items left on the premises beyond this period are left at the owner’s risk and will be removed, donated or disposed of at PB’s discretion.

Phoenix does not have a gallery technician staff member, and the hirer is responsible for undertaking the setup and removal of all items including audio visual equipment.

ACCESS & SECURITY

The activity organiser may have access to the hired space/s during the entire duration of the hire period.

Please notify Phoenix if your event is open to the public.

An authorised member of staff must be present in the building during all hires to oversee access, security and public safety. This staffing incurs an additional cost of £10 per hour

outside usual staffing hours (Mon – Fri 9am – 5pm & 10am – 5pm on weekends). This additional cost when applied will always be outlined in the hire agreement.

The activity organiser is also responsible for ensuring the building is secure at all times. All public entrances must be closed and locked except during public opening times when a receptionist is present at the front desk

Phoenix Brighton accepts no liability whatsoever for the loss or damage of personal property, artworks, etc. on the premises. If this is a concern, the organiser should take out insurance specific to their requirements. Phoenix has public liability insurance to cover activity taking place on the premises.

MARKETING AND DOCUMENTATION

Phoenix will provide marketing guidelines for all public activities. The organiser is required to adhere to the guidelines and to submit all marketing materials to Phoenix staff for approval prior to printing and dispatch.

Public events cannot be advertised as taking place at Phoenix until the agreement is signed and the deposit is paid.

Phoenix photographs selected events for its records, according to current data protection regulations. Any additional documentation is encouraged to ensure good coverage and we ask that such material is shared with us. We may occasionally use photographs of previous events in promotional material for Phoenix. Unless previously agreed, Phoenix allows audiences to take photographs on the premises for personal use.

HEALTH & SAFETY

All activities must undergo a risk assessment prior to starting and all H&S / fire regulations observed. Any activities or use of substances involving excessive levels of noise, fumes, dust, or risk to health of participants or audiences are banned.

ALCOHOL AND REGULATED ENTERTAINMENT

Phoenix holds a Premises Licence for the sale of alcohol and regulated entertainment including, the performance of dance, live and recorded music, and the showing of films. All regulated activities are legally subject to the conditions of this licence without compromise.

Notable conditions include (please note this list is not a full list):

- Alcohol sales and distribution must be carried out by Phoenix's designated bar service, as supervised by the Designated Premises Supervisor.
- All events and alcohol sales must end at 10pm
- The Red or White rooms are not included in the license and so regulated activity is not permitted in these rooms.

- Visitors to events must sign in or be on a ticket sales guest list
- Vertical drinking is not permitted during the performance of live and recorded music. Such activities must have a seated audience.
- No loading or unloading after 11pm.