

## Peel Centenary Centre

### Information for Hirers

#### FACILITIES AND COSTS

##### Theatre

Capacity: 190

Cost: £250 per day

Sound Engineer: £75

Lighting Engineer: £75

Audio Visual Equipment: £75

Grand Piano: £100 (includes tuning fee)

Radio mics: £30 each (four in total available)

Timings: all shows to start at **7.30pm** and end by 10.30pm; intervals of 20 minutes. The bar will open at 6.30pm and doors to the theatre will open at 7pm).

##### Atholl Room

Capacity: 60

Cost: £40 per session (session times: 10am – 12.30pm, 2pm – 4.30pm, 7.30pm- 10pm)

£10 per hour outside of session times

Kitchen: equipped with facilities for provision of tea/coffee light snacks/catering

Tables and chairs: to be arranged to suit

There are several lighting options, and two screens are available.

##### Bar

**(N.B. No drinks or glassware are to be taken into the theatre)**

Capacity: 30

Cost: £25 WITHOUT bar facilities (i.e. as additional space to Atholl Room)

£45 with fully licensed and fully staffed bar

The bar serves bottled and canned beers, lagers and ciders, wines and spirits, and a range of soft drinks. Interval drinks can be ordered before shows.

## **PAYMENT**

Booking is not confirmed until a deposit has been received:

£100 required for hire of theatre or Centre, full fee for Atholl Rm.

Payment should be made via bank transfer:

Centenary Centre: Lloyds Bank a/c 02849516 sort code 30-12-80

## **TECHNICAL SPECS**

### **In the theatre:**

PA System

L'Acoustics ARCS 2 system installed by Adlib Audio

Allen and Heath SQ6 desk

RCF monitors (6 channels) powered by QSC 2450 amplifiers

Adlib Audio surround sound speakers powered by crown amplifiers

QSC Kseries PA plus sub via Behringer XR18 rack desk

Two Shure digital radio mics and a full selection of Shure/Sennheiser/Neumann /AKG microphones.

BSS DI boxes.

## **BACK STAGE**

### **Green Room & Dressing Rooms**

Four back-stage rooms are included in the hire of the theatre. These include shower and bathroom facilities, an iron and ironing board, hanging space and a hair dryer.

Please let us know if you have any specific requirements and we will endeavour to ensure they are made available for you.

## **TICKETS AND MARKETING**

Peel Centenary Centre offers an e-ticketing function. We will provide up-dates of tickets sold in this way and can add to the number available, if required, up to the agreed maximum.

Ticketing on the night: the hirer will need to provide staffing for checking tickets on the night. The Centre can provide a Sum-up machine for cashless ticket sales.

Other outlets for ticket sales: Celtic Gold, Peel and OMA, Ramsey.

Whichever mode of ticketing you choose: e-tickets or hard copy, or a combination of both, the number on sale needs to reflect capacity: theatre - 190, Atholl Rm – 60. You will be responsible for checking this as tickets are sold.

Poster: if you provide us with a poster for your event, we will advertise the event through our website, social media and e-newsletter. Hard copies can also be displayed in the Centre.

## STAFFING

The Centre is entirely run by volunteers.

One of the directors will liaise with you about your event and, if you're hiring the theatre, will be on hand during the event itself.

Front of House: members of the meet and greet team will be on duty if the theatre is hired. Their responsibility is predominantly for fire safety and to check licensing laws are upheld.

Interval: bar staff are included in hire of the bar and staff to provide tea, coffee, biscuits can also be made available, on request.

## CONDITIONS OF HIRE

Bookings are confirmed only after deposit/full payment has been received.

Our bar licence does not include the theatre. Alcoholic drinks must not be taken into the theatre.

Child Protection and Safeguarding Policy: Peel Centenary Centre has a Child Protection and Safeguarding Policy which is adopted and practised by all volunteers at the Centre and those who hire any of its facilities. (Please see below for full policy.) All children (i.e. under the age of 18) must be accompanied by an adult.

All event-related and personal items are removed from the Centre after the period of hire and the accommodation and facilities left in the same state they were found. There are several general waste and recycling bins around the building; we really appreciate rubbish being assigned to the correct bin, thank you.

### **Peel Centenary Centre - Child Protection & Safeguarding Policy Statement**

Peel Centenary Centre acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to upholding its statutory responsibilities in line with Government guidance and best practice as detailed by the Isle of Man Safeguarding Board.

Peel Centenary Centre recognises that the welfare and interests of children and vulnerable adults is paramount in all circumstances and aims to ensure that all children and vulnerable adults have an enjoyable experience at the Centre regardless of their age, ability or disability, additional needs, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background.

Staff at the Centre and any organisation or individual who hires any of its venues and/or facilities will ensure that all known risks are considered and mitigated in order to keep children and vulnerable adults safe.

## **Procedures**

As part of its safeguarding responsibility, Peel Centenary Centre will:

- promote and prioritise the safety and wellbeing of children and vulnerable people;
- ensure everyone associated with the Centre, understands their roles and responsibilities in respect of safeguarding;
- ensure robust safeguarding arrangements are in operation;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and that appropriate support is provided to those who raised the concern or made the disclosure;
- ensure confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals

## **Scope**

The policy and procedures will be widely promoted and are mandatory for everyone involved with the Peel Centenary Centre. Any third party hiring the Peel Centenary for an event (whether or not promoted by the Peel Centenary Centre) will be expected to meet these principles as a condition of hire. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Centre.

## **Monitoring**

The policy will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by Isle of Man Safeguarding Children Board;
- as a result of any other significant change or event.