

## 1 Introduction

Welcome to Tamworth Assembly Rooms. We are looking forward to hosting your event and welcoming you in to our venue. This booklet contains information on how we work as a venue and the requirements we will ask of you and your group. If you have any question or concerns, please contact us and we will be happy to help.

## 2 About Us

Tamworth Assembly Rooms is the premier entertainment venue in Tamworth and hosts a wide variety of events. The Grade 2 listed building houses a full season of professional programmed events for all tastes; drama, dance, music, panto, comedy and variety. We are also host to a number of talented local groups and community associations which perform some amazing shows through the year. In addition, the stunning and flexible spaces are available to a range of corporate and personal functions.

### 1. Our Vision

To become a creative hub for Tamworth and the wider region, delivering a programme of artistic excellence and demonstrating how arts and culture can create stronger, safer and healthier communities.

### 2. Our Aims

- Become a centre of excellence for arts and events.
- Develop a vibrant creative economy through continued investment and partnership.
- Increase current levels of arts participation in Tamworth.
- Empower and inspire our community through continued dialogue.
- Raise the standard of opportunities for children and young people to engage with arts and events.

## 3 Hire Information

Tamworth Borough Council welcomes hirers from across the community. You will need to submit a hire form and deposit to secure the dates. Forms can be found on our website or obtained from our Booking Clerk on 01827 709619. Further details on venue hire can be found in our venue information booking pack.

## 4 Code of Conduct

Tamworth Assembly Rooms has developed a Code of Conduct which can be found in this pack and on request. We expect all visitors/hirers to follow this code. Anyone felt to be breaking this code will be spoken to by a member of the venue team and may be asked to leave the venue. The hirer may incur a re-charge for any damages.

## 5 Safe Working Practices

Tamworth Assembly Rooms wants to create a safe environment for all our visitors and audiences. We expect groups to discuss their set up needs with us beforehand and undertake all necessary risk assessments and evaluations, copies of which need to be provided to the Duty Manager. Guidance on assessments can be provided by us if required.

We reserve the right to stop the event/show in the event of any violation of our working practice rules. The hirer will take all necessary precautions in connection with the event/show, so as to be entirely consistent with the venue's policy:-

1. To protect the Health & Safety of its employees and any other persons affected
2. To conserve the environment
3. To avoid damage to the property as a result of its activities

Outlined below is what we expect from each group in regards to our practises.

## 6:1 Basic Regulations

All work carried out at the location shall be in accordance with:

- Statutory regulations and their amendments
- Company regulations and their amendments
- Relevant British and European standards and their amendments

The hirer is responsible for acts and omissions of their employees, agents, sub-contractors and their employees (invitees) while at the location and shall ensure that they comply with these rules. It is essential that the invitees of the hirer shall read, understand and comply with any conditions or precautions laid down in these rules or any other placed by the venue.

The Health and Safety at Work Act 1974 requires any company that employs more than five people to write and distribute a safety policy to staff, stating the company's commitment to H&S along with the organisation and arrangements to carry out the policy.

The venue reserves the right to examine the safety policies of visiting production and their invitees. The venue will supply their own policy upon request to the visiting production or their invitees.

## 6:2 Insurances

The hirer and their invitees must provide evidence to the venue that they have insurance in place with a reputable insurer in respect of the following:

1. Employer's Liability Insurance in respect of personal injury or death of any person arising under a contract of service with the hirer and/or arising out of an incident occurring during the course of such person's employment in compliance with the Employer's Liability (Compulsory Insurance) Act 1969, minimum limit of indemnity £5,000,000.
2. Public Liability Insurance in respect of their legal liability for accidental loss or damage to

material property, minimum limit of indemnity £5,000,000. Proof of insurance must be provided prior to commencement of any work.

## 6:3 COSHH

The hirer must notify the venue management if they are using any hazardous substances. The hirer must carry out a COSHH assessment prior to arriving at the venue if they are deemed to be using any controlled substance which could be hazardous to health. This assessment must be provided to the management 4 weeks prior to the booking. Failure to provide the venue management with the assessment will result in the booking being cancelled.

## 6:4 Working at Heights

Ensure that access to heights using ladders, scaffolding, edge protection, etc is undertaken safely and all access equipment is thoroughly checked before use. Where overhead working is carried out, full regard must be given to the safety of the access of the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area and if necessary, the area below should be cleared and access to it prevented by substantial barriers including appropriate warning signs.

Full and appropriate protection must be used in the vicinity of fragile roof coverings/ceilings and at all exposed edges where a fall may result in injury. Where there is a risk of head injury beneath a working area (to contractors, employees, visitors or members of the public) the appropriate steps must be taken. Where segregation and isolation are not possible, hard hats must be worn by all personnel. It is strictly prohibited for any person to climb on makeshift objects, shelving, racking or any other structure, which is not designated for access purposes.

Access equipment belonging to the venue must not be used without prior agreement of the technical team or Duty Manager.

## 6.5 Accident Reporting

The hirer shall, in addition to any report required by statutory regulations, report immediately to the Duty Manager all accidents occurring within the duration of the event/show which result in injury to persons or damage to property.

The hirer shall keep their accident records in accordance with statutory obligations and make these records available to the venue. If the venue so requests, the hirer shall discuss their accident data with the venue.

## 6.6 Housekeeping/General Conduct

It is essential that good housekeeping is maintained throughout the period of the engagement in all areas used or occupied by the visitor. Occupied areas shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and scrap material removed daily.

- It is the responsibility of the hirer/show to ensure that all equipment left on the premises overnight (during a run of shows), especially personal items (such as hair straighteners) are turned off and unplugged before vacating the venue.
- Any lost property will be kept for 30 days and then taken to a charity shop if unclaimed.
- Permission should be sought from Assembly Rooms staff before attaching anything to the walls; this is doubly the case in FoH areas. All temporary show signage must be removed after the final show and any damage to walls/surfaces will be charged for (materials and time).
- Videographers – If your event is to be filmed, permission from all performers must be granted, all camera positions must be agreed in advance and the appropriate seats reserved. If your show is sold out and you have not reserved camera positions you will not be able to film. Gangways must not be blocked by camera equipment under any circumstances. Audio feeds for camera

recording must be agreed in advance. Audio feeds requested at show time will not be accommodated.

Bookings are made for specific rooms/areas only and communal areas must not be used as "overspill" areas without discussion with the manager. Please note: the venue may be used by other groups and you do not have exclusive use of the venue. If you do use any other areas an additional charge will be made.

- While cleaning of rooms/areas is included in any hire charge, excessive mess or any damage will be charged back to you in full.
- No glass is allowed inside the auditorium or backstage at any point.

## 6.7 Rigging and Suspension of Stage Scenery

All work that requires suspension of any equipment from the fabric of the building or structure therein by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regulations.

Tamworth Assembly Rooms reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.

All rigging operations by the hirer will be carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.

Risk assessments for all rigging operations must be provided to the venue. When rigging operations are in progress hard hats are advised to be worn by personnel and if possible the area beneath the activity kept clear by the use of signage or barriers as appropriate.

## 6.8 Use of Pyrotechnics, Smoke, Vapour, Laser and Special Effects

The venue must be informed of any special effects intended for use during a production prior to arrival at the venue. Material data sheets must be available for all pyrotechnic, smoke and vapour effects.

Use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.

Appropriate Risk Assessments and Method Statements for all special effects must be provided to the venue. All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff. Storage of any pressurised containers must be authorised by the venue in conjunction with the Licensing Authority.

## 6.9 Child Protection and Vulnerable Adults

We take the protection of children and vulnerable adults seriously as an organisation. We believe it is important to create an environment of safety and respect.

We expect all groups to abide by the Children's (Performance) Regulations 1968. We will ask to see all relevant paper work. For more information on this, a fact sheet can be found on our website. We will also ask (where appropriate) to see copies of the organisation's Child Protection Policy, a model policy is available on request and we can offer advice if necessary.

We must receive this information 4 weeks prior to the booking date. Failure to do so will result in the cancellation of your booking.

## 6.10 Emergency Procedures

The visiting company is required to keep a record of who is in the building and require the use of a checking in and out process, which can be picked up in the event of an emergency. It is important that all organisations familiarise themselves with our emergency procedures.

A trained first aider is on staff at all times. However, the visiting company is required to provide statutory first aid requirements for their members.

## 7. Parking

Please note there is very limited parking at Tamworth Assembly Rooms. We have a small loading bay and parking spaces to the rear of the venue. Parking will need to be considered by the visiting company.

## 8. GDPR

Tamworth Borough Council is the Data Controller for all personal data collected in this contract. We collect your personal information under contract for the provision of Arts and Events services. The information you have provided will be processed and stored in accordance with Data Protection legislation.

We may share your information with third parties where required by law or where it is necessary. Full details for types of personal information we collect, purpose we collect it for, third-parties we share it with, third-party services providers and how we maintain the security of your information can be found in our [Hirers-and-Users-Fair-Processing-Notice pdf](#) linked directly here and also listed as Assembly Rooms: Hirers-and-Users on the [www.tamworth.gov.uk/privacy-notice](http://www.tamworth.gov.uk/privacy-notice) page of Tamworth Borough Council's website - a hard copy is available upon request. Please ensure you read this notice before submitting your personal information to us. Information you provide to us will be kept for no longer than necessary. Our Retention Schedule can also be found linked on the privacy notice website page and [can also be downloaded by following this direct link to the Retention Schedule pdf](#).

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be contacted on [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk). Alternatively, you can contact the Information Commissioner's Office.