

Tramshed
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tramshed.org



TRAMSHED HIRE AGREEMENT 2025

This collaboration is between **Tramshed Arts Ltd (Tramshed)** and **The Hirer**

This Agreement sets out the terms and conditions under which Tramshed and The Hirer agree to work together.

Contact details for THE HIRER: specified in the email confirmation

SPACE, DATES & TIMES: specified in the email confirmation

Hire Rate: specified in the email confirmation

PURPOSE OF THE HIRE: specified in the email confirmation

The Hirer agrees that the Tramshed will not be used for any activity that promotes hate speech, discrimination, or violence based on protected characteristics. This includes, but is not limited to, any activity that:

- Incites violence or hatred against any group or individual;
- Promotes discrimination based on protected characteristics;
- Uses language that is abusive or defamatory;
- Violates any applicable laws or regulations related to hate speech or discrimination.

TICKETING REQUIREMENTS: Tramshed will not provide any support on ticketing unless otherwise specified in the email confirmation

The Hirer is responsible for ensuring the maximum capacity of each space is not exceeded.

Max Capacity for THEATRE: 150

TECH REQUIREMENTS: no technical support or equipment provided unless otherwise specified in the email confirmation

STAFF REQUIREMENTS – Minimum of 1 Duty Manager staff and 1 FOH to be provided by Tramshed.

BAR/ REFRESHMENT REQUIREMENTS: Not provided unless otherwise specified in the email confirmation

All set-up and pack-down must take place within the booking times

Space Hire

Tramshed will:

- Provide the space on the dates and times stated for the named group/person
- Allow for flexibility of Hirer changing date and time, where possible, with 2 weeks' notice for hires under 4 hours, 1 month notice for hires over 4 hours
- Provide Hirer with the facilities and staffing noted above
- Provide a clean and useable space for hirer.
- Provide a Duty Manager to help assist with building queries (e.g. providing cleaning supplies, using our equipment) where specified.
- Minimize any moves to these named spaces. When these spaces do need to be moved to another area of the building four weeks' notice will be given via email to the Hirer wherever possible.

THE HIRER will:

- Provide the marketing branding and programme copy, and personnel required for their session
- Take responsibility for any items left in storage at Tramshed, and ensure no items are used that do not belong to the Hirer or that may belong to another party. Kitchen equipment belonging to Tramshed are available to use by the hirer.
- Ensure all payments are made as detailed in the below payment schedule
- Allow the Duty Manager to complete duties as required (where applicable)
- Ensure all safeguarding and building health and safety regulations are adhered to by all members.

Contact details for Tramshed

- Contact name: Ella Harding
- Phone no: 020 8854 1316
- Email: hires@tramshed.org

For the purpose of this agreement, **Ella Harding** will be your contact for all things to do with space, invoicing, payment and queries on the day-to-day queries whilst in the space, for example additional space.

Payment Schedule: 14 days from invoice date

Cancellation

Cancellation by hirer:

Less than 2 months notice - 10% admin fee may be charged, if invoice reversal or refund is required

Less than 14 days notice - 50% of the quote due, to cover staff costs and other pre-arrangements

Less than 48 hours - full fee due at this point

Cancellation by Tramshed:

In the unlikely event that Tramshed must cancel the booking, a minimum of four weeks' notice will be provided wherever possible. A full refund of any fees paid will be issued. Tramshed will make every reasonable effort to avoid cancellation.

DISPUTES PROCEDURE

If any dispute, claim or difference arises in connection with this agreement, its use or meaning or about its application, it shall, if the parties are unable to agree having followed any applicable procedure, be referred to a single mediator to be appointed by mutual agreement.

The governing substantive law of this contract shall be the law of England/Scotland.

PARTNERSHIP

Nothing in this Agreement shall be taken as creating a partnership between the parties.

ASSIGNMENT

This Agreement may not be assigned to a Third Party by either party.

THIRD PARTIES

No one apart from the parties to this Agreement can enforce any part of this Agreement.

By signing this agreement you (the Hirer) agree to all of the above and the terms and conditions overleaf.

Signed for TRAMSHED

Name: _____

Signature: _____

Date: _____

Signed for THE HIRER

Name: _____

Signature: _____

Date: _____

Full Terms and Conditions of Use:

Unless otherwise specified above, the following terms and conditions apply.

Definitions

The Hirer: is the individual or organisation who is booking a space at Tramshed

The Booking: is the period of time the Hirer has booked for a specific space, and includes all ancillary charges as relevant (staffing, catering, etc.)

The Venue: Tramshed, Reg. Company No. 1029063 Reg. Charity No. 1026883 Reg.

1. Payment & Cancellation Terms

- a. Full payment is due within 2 weeks of the invoice date. Should the space be booked less than 2 weeks from the booking date, payment is due immediately upon receipt of the invoice.
- b. Should the booking have a total invoice of greater than £1,500.00 NET, **The Venue** may agree to accept payment in instalments with written notice, with the total payment due no later than 2 weeks prior to the first booking date.
- c. Should payment not be received by the due date, the Venue will cancel the booking with immediate effect.
- d. All cancellation and amendment requests must be made in writing to the Venue
- e. **Cancellations**
 - i. Should **The Hirer** wish to cancel their booking, the following terms will apply:

1. Where the total value of the booking is less than £500.00 NET, the following cancellation terms apply:
 - a. More than 14 days notice: a cancellation fee of 10% of the total booking amount is retained by the Venue, and the Hirer receives a 90% refund.
 - b. Less than 14 days notice: the total amount of the booking is non-refundable
2. Where the total value of the booking is greater or equal to £500.00 NET, the following cancellation terms apply:
 - a. More than 60 days notice: a cancellation fee of 10% of the total booking amount is retained by the Venue, and the Hirer receives a 90% refund.
 - b. More than 30 days notice: a cancellation fee of 50% of the total booking amount is retained by the Venue, and the Hirer receives a 50% refund.
 - c. Less than 30 days notice: the total amount of the booking is non-refundable
3. Where the total value of the booking exceeds £500 a separate Hire Agreement may be issued, with cancellation terms that supersede the above

f. **Amendments**

- i. Should **The Hirer** wish to amend the date or time of their booking, the following terms will apply:
 1. Where the total value of the booking is less than £500.00 NET, the Venue will accept changes up to 10 business days prior to the first booking date
 2. Where the total value of the booking exceeds £500.00 NET, the Venue will accept changes up to 2 months prior to the first booking date.
 3. In all cases, a separate Hire Agreement may be issued with amendment terms that supersede the above
- ii. Any date or time change requests made outside of these time frames will be treated as a booking cancellation, and the booking will be non-refundable.
- iii. In all cases, changes to a booking once invoiced will incur a non-refundable or transferable admin fee for £15.00 (VAT inclusive).

2. **Use of Premises**

- a. The Hirer is responsible for ensuring that at no times does the capacity of the room that has been booked exceed the capacity that was agreed at the point of booking.
- b. The Hirer is responsible for ensuring they are familiar with all fire evacuation procedures provided by The Venue. The Hirer must ensure all persons in attendance is aware of fire safety and evacuation measures. In the event of a fire evacuation, the Hirer must evacuate the building to the designated Assembly Point, and report any unaccounted person from the booking to the Venue.
- c. The use of candles, incense, strong odours, open flames, and smoke is strictly prohibited in all of the Venue's spaces. Smoking and vaping is not permitted on site.
- d. The Venue opposes all forms of unlawful discrimination recognising the Equality Act 2010 protected characteristics of:
 - i. age
 - ii. gender reassignment
 - iii. being married or in a civil partnership
 - iv. being pregnant or on maternity leave
 - v. disability
 - vi. race including colour, nationality, ethnic or national origin
 - vii. religion or belief
 - viii. Sex
 - ix. sexual orientation

and all forms of discrimination direct and indirect which restricts or hinders the promotion of equal opportunities e.g. socio-economic challenge, neuro-divergence. By using the Venue's premises, the Hirer must at any point use language or behaviour which could be construed as discriminatory under the Equality Act 2010, or act against the Venue's Equity, Diversity, and Inclusion Policy.

- e. Alcohol must not be brought or consumed on the premises at any point. Should bar services be required, the Venue will provide further details on options and additional terms will apply.
- f. Any electrical items brought on site by the Hirer must display a current PAT test label and been approved by the Venue in advance of the booking date.
- g. Should any furniture, equipment, and building facilities be damaged by the Hirer or their attendees during their time at the Venue, the Hirer will be charged for reasonable repairs or replacement of the affected item(s).
- h. Drinks must not be thrown during an event. Any equipment damaged due to this reason will result in a charge.

3. **Health and Safety & Safeguarding**

- a. If the booking involves children or vulnerable adults, the Hirer is responsible for ensuring all safeguarding measures are adhered to at all times. This includes ensuring children and vulnerable adults are supervised at all times, and that the supervisor has the appropriate DBS (Disclosure and Barring Service) check, follows best practice, and works in line with all Health and Safety regulations, legal requirements, and with Tramshed's Safeguarding policies.
 - i. Tramshed's safeguarding policies can be found online [here](#) and [here](#). Copies can be provided upon request.
 - ii. The Venue may request a copy of the Hirer's safeguarding policy. Failure to produce this will result in the cancellation of the Booking.
- b. The Hirer agrees to maintain appropriate insurance policies as relevant to the type of activity taking place, requisite statutory, and all other liabilities. The Venue may request a copy of your public liability insurance, employer liability insurance, or any other relevant paperwork prior to accepting a Booking.
- c. The Hirer is responsible for ensuring all information about their Booking is communicated in writing to the venue in advance of the booking date. Any damage or harm done to persons, property, or premises due to actions or omissions of the Hirer are the responsibility of the Hirer.
- d. If the stated activities taking place during the Booking may present elevated risk to personal or premises injury or damage, the Venue will require the Hirer to submit a full risk assessment, method statement, and liability insurance prior to acting a Booking.

4. **General Terms:**

- a. The Hirer must be over 18 years of age, and takes sole responsibility for the observance of the full terms and conditions of use for all of their participants.
- b. All bookings are accepted at the discretion of the Venue, and the Venue reserves the right to terminate or restrict access to a hirer or any member of the booking party at any time. In such events the Venue will provide as much notice as is possible, and will not be liable for any damages or additional expenses incurred by the Hirer as a result.
- c. If the Venue and premises is closed due to fire, demise, war, epidemics, pandemics, strikes, disputes, force majeure, or for any other reason beyond the control of the Venue, neither party shall

have any claim against the other, and the obligation of both parties shall cease immediately.