

# DUNMAN HIGH SCHOOL PERFORMING ARTS CENTRE CONCERT HALL

## TERMS & CONDITIONS

All Hirers shall agree to abide and be bounded by the following terms and conditions governing the use of Dunman High School Performing Arts Centre (hereby known as PAC).

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1. Booking is strictly made between Dunman High School and the Hirer, and is not transferable from the Hirer to a third party.
2. The School reserves the right of access to all areas of the venue at any time during the Hirer's use.
3. The School reserves the rights to cancel/terminate Hirer's booking at any time by notice to Hirer. Money will be refunded upon cancellation or termination of the booking. The School shall not be responsible for any loss or damage sustained out of such action.
4. It is the duty of the Hirer to ensure and to prove:
  - (a) That necessary license for using the premise to hold a performance/function, exhibition, meeting, seminar, etc has been obtained from the relevant authorities.
  - (b) That prior permission from the copyright owners has been obtained for the performances to be staged.
5. The School reserves the right to 2 management seats: N38 and N39.
6. Banners and backdrops must be installed and removed by professional personnel and licensed contractors engaged by the Hirer. A fee of \$200 will be imposed if the backdrop is not duly removed immediately after the performance.
7. Banners and backdrops must be endorsed by School first before display.
8. A cancellation fee of \$500 will be charged for notice of cancellation 14 days or less.
9. Instruments with sharp tips resting on the floor, example cello and bass must have a stopper to avoid scratching the stage parquet flooring.
10. The Hirer shall be liable for costs and compensation for any damage caused during the period of hire.
11. Any device, instrument, prop, equipment, etc that can potentially deface or damage the venue will not be allowed within the premises.
12. The Hirer is not allowed to operate any PAC equipment or move the acoustic panels.

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*Organisation Stamp/Signature/Date*

13. Modified electrical will not be allowed for use in the PAC.
14. Devices that generate excessive noise and/or cause annoyance are prohibited on the premises.
15. The Hirer is to ensure that equipment and property do not block the PAC passageway, fire escape routes and exits.
16. Hirers are not allowed temporary storage within the PAC.
17. The School will not be responsible for any accident, damage, theft, etc to concert goers caused by the Hirer, contractors, performers, etc during the period of hire.
18. The Hirer must be responsible for the safety and accountability of personal effects, property, and equipment and belongings of contractors, performers and concert goers during the period of hire.
19. The Hirer must remove all his/her property at the end of the performance/event.
20. Rehearsal rates apply when the PAC's light and sound systems are turned on for 'Dry Run', 'Technical Run', etc.
21. Unauthorized displays of material on walls, columns, doors, etc is strictly not permitted.
22. The Hirer must not allow any consumption of food and drinks (including mineral water) within the confines of the hall, its corridors, stairs, landings and foyer.
23. The Hirer must ensure that caterers clear and clean up all stains and spills in the reception area on the same day/night. Failing which, an additional cleaning fee of \$200 will be imposed on the Hirer.
24. The Hirer must ensure that caterer must provide adequate trash bags for the disposal of cutlery/plates/cups/ unconsumed food, etc.
25. The caterer must dispose all trash bags into allotted bins located outside the reception area.
26. Smoking is not allowed within the compound of the school.
27. Praying / chanting or anything that is deemed religious or political in nature is not allowed.
28. Cooking/lighting of matches or gas lighter is strictly prohibited within the compound of the school. Refreshments, if any, have to be provided by caterer and be served strictly in designated area only.
29. Hirers are to ensure that their performers/staff are covered by insurance.
30. Hirer must provide the School with the finalised programme at least 2 weeks prior to the actual event.

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