



9-11 Fore St | Great Torrington | EX38 8HQ

Box Office: 01805 624624 | Admin : 01805 622552 | mail@theploughartscentre.org.uk

Room Hiring Agreement

Date of booking				Times of booking		
Type of event				Number attending		
Room (tick)	Gallery <input type="checkbox"/>	Wet Workshop <input type="checkbox"/>	Meeting Room <input type="checkbox"/>	Dance Studio <input type="checkbox"/>	Auditorium <input type="checkbox"/>	
Hirer's name & address	Please state whether you are a business, charity or school.					
email						
Tel. (mob)						
Requirements	Chairs	Tables	Layout	Flipchart	£5 charge <input type="checkbox"/>	
				Projector & screen	£5 charge <input type="checkbox"/>	
				Other technical needs	To be arranged <input type="checkbox"/>	
Marketing	Brochure entry £75 per edition 1/12 page (copy deadline 15th Feb/May/Aug/Nov) <input type="checkbox"/> Posters displayed £1 each. <input type="checkbox"/> Flyers/ leaflets by agreement only. Our Marketing team will be in touch.					
Other info: Layout etc						
Refreshments:	Tea & Coffee <input type="checkbox"/> Snacks <input type="checkbox"/> Lunch or other food <input type="checkbox"/> Our Cafe Manager will be in touch.					
Agreed cost of hire per hour (or total) and agreed method of payment	An invoice will be raised for your hire which can be paid by BACS. We reserve the right to request a deposit .					
	Number of Hours:			Total:		
	Please see over for our terms and conditions.					
	I have read the terms and conditions and agree to them _____ Signature of hirer					
Date:						
	Return this form to mail@theploughartscentre.org.uk or by hand/post to the Box Office.					

Terms and Conditions

The hirer shall take good care of, and shall not cause any damage or permit any damage to be done to the premises, or the fixtures, fittings and equipment. Any damage caused or permitted by the hirer shall be made good by The Plough at the cost to the hirer and the hirer shall inform the Duty Manager of any such damage as soon as practical. The hirer will be responsible for the conduct and behaviour of all people attending their event.

With effect from 1st April 2025, our private hire charges will be as follows: Rate A = Commercial/Private (includes an individual hiring a room to run a w/shop or for any private meeting or function) and Rate B = Charitable organisations and schools.

ROOM	RATE A ph	RATE B ph
Meeting Room	£20	£15
Wet Workshop	£20	£15
Dance Studio	£25	£20
Gallery	£30	£25

Auditorium - The auditorium is available by special arrangement and a team member will be in touch with you to discuss your needs and the prices.

Please note that these rates do not include any element of advertising or promotion. There will be an additional charge for brochure, social media and website listings, or displaying promotional leaflets and posters within the Plough to be agreed in advance. Hirers should promote their events themselves.

Should a hirer require the full Plough service including advertising, ticket sales, meet and greet and technical assistance, then we will ask for a percentage of ticket sales from each session (usually 30 percent) as well as £2 off the top of every ticket sold as a donation to the 'Save the Plough' fund.

Rooms are available Wednesday to Saturday. All hires will be subject to room availability.

Accessibility:

Sound Bleed : noise travels from one area to another in our old building, especially in the rooms adjoining the auditorium. If your event requires quiet or is likely to be noisy, please discuss this with us so that we can advise before confirming your booking.

The **Dance Studio** can only be reached by stairs. All other spaces are on the ground floor or accessible by lift.

The **Gallery** is a thoroughfare for people working in the offices and projection box so if your activity requires privacy or quiet, please book a different space. The Gallery is a shared space and has a programme of exhibitions. Some of these have both 2D and 3D work on display and although we make sure that the far end of the gallery remains clear for workshops and hirings etc. we ask that if you require anything to be moved you ask the duty manager.

Building Works We are planning some major building repairs and upgrades between April 2025 and March 2026. No contractor dates have yet been agreed and we will endeavour to keep disruption to a minimum. If necessary we will offer you an alternative space where possible.

Cancellation Policy The Plough reserves the right to cancel any event or hiring at short notice due to equipment failure, extreme weather or staffing problems. We ask all hirers to give a minimum of 24 hours notice if they wish to cancel and

reserve the right to make a charge to cover reasonable costs and expenses.

[v4/6/1/2025FH]