

**RIVERSIDE ARTS CENTRE**  
59 THAMES STREET, SUNBURY-ON THAMES, MIDDLESEX TW16 5QF

**NOTES FOR PERSONS HIRING or USING ANY PART OF RAC.**

**You are (jointly) responsible for the security of the building throughout the period you are using the Riverside Arts Centre(RAC) and/or The Studio.**

**You agree you have read and accept the General Conditions of Hire of RAC and these notes.**

RAC is licensed for weekday public performances of music, music and dancing and plays and music and plays only on Sundays. You should familiarise yourself with the licence document in the Bar area.

RAC is licensed for the sale of alcoholic drinks. No alcoholic drinks may be brought into the premises for consumption therein.

Hire periods are 09.00 to 1.00pm; 2.00pm to 6.00 pm and 7.00 pm to 11.00pm( 12 midnight Friday and Saturday only). You should not expect access before your period begins and you should vacate the premises completely prior to the beginning of the next hire period or before 12 midnight after an evening hire period. Please leave quietly-we have neighbours.

To comply with our lease from Spelthorne Borough Council vehicles should not be parked in the yard adjacent to the RAC nor in the drive leading to it. Vehicles may use the yard to offload or collect equipment. They must be removed immediately after unloading/loading and parked in nearby public car parks.

**RAC is a voluntarily run organisation. To minimise our costs in order to sustain our low rental charges to you the RAC does not employ a caretaker nor cleaners.** Please help us to maintain this aim by ensuring the following points are actioned while you are enjoying our facilities and before you leave our premises.

Clearing up and restoring furniture, including the Grand Piano, to their original position should be completed at the end of your event. To avoid damaging our floors please do not drag chairs or tables across any floor. Chairs should be stacked.

Any spillages should be dealt with immediately. The Hall floor should be swept and the coffee bar, dressing rooms, the stage, and any other areas you have used areas should be cleared and cleaned ready for the next user before you leave. All crockery and cutlery should be properly washed and put away after it has been used. All food preparation surfaces must be cleaned after use.

We may impose charges if we need to clean/clear up after you or decline further bookings.

On some occasions after evening events it may be possible to leave final clearance until the following morning when it must be completed before 11 am. Please check and confirm with the Booking Secretary if you wish to do this.

Any damage or equipment failure should be reported by placing a descriptive note in the letter rack near the public telephone. In the event of serious problems please phone 01932 782850/01932 782788

All Fire doors must be kept closed and checked they are closed before you leave.

You **should not** attach notices of any kind on any wall. If notices are required they may be attached to gloss painted surfaces e.g. doors with Blu tack or similar and removed as soon as possible. Gaffa tape or drawing pins must not be used. If necessary notices may be pinned on the fabric panels on the wall of the main hall on a temporary basis.

Rubbish should be cleared away and disposed of in the waste bins or, preferably, in the appropriate recycling bin in the yard. Food waste must always be placed in an outside bin.

Spare bin liners are in the cupboards under the sink in the Coffee Bar and in The Studio kitchen

The air conditioning system must not be turned on if the central heating system is running. If the hall is too hot turn off the heating system first. Do not adjust the thermostat in the Hall outside the recommended range or system failure may result.

The heating in the Hall, on the Stage, in the Coffee Bar and in The Studio is timer controlled and will turn off automatically. The air conditioning systems in the main hall, on the stage and in The Studio are manually controlled and, if used, must be turned off before you leave.

Gas/electric fires, lights, the induction loop hearing aid and any other electrical equipment, including the stage lighting and sound systems, you have turned on must be turned off before you leave. If you have used the urn it must be turned off at the wall socket and preferably unplugged.

The building must be left secure, in its 'as found' state. Others may be using the premises immediately after you. Please leave our premises as you would expect to find them.

All entrances must be closed and locked as you leave the building unless other users are obviously present. If other users are present you should inform them that you are leaving and that they become responsible for the security of the building.

Any vehicles which have been parked in the yard must be removed. If no other vehicles are in the yard lock the gate.