

# Hire & Event Information 2026

## **BUILDING OPENING HOURS**

Monday - CLOSED  
Tuesday - 3 pm-8 pm  
Wednesday - 3 pm-8 pm  
Thursday - 3 pm-8 pm  
Friday CLOSED  
Saturday - 11 am-2 pm  
Sunday - CLOSED

*(Out of Hours bookings are available, but is depending on staff/volunteer availability)*

## **What is The Place?**

The Place is an Arts & Community space run by Tin Shed Theatre Co.

Alongside our regular programme of activity & events, we are able to host workshops, rehearsals, conferences and events that promote arts, creativity, community & wellbeing.

Please note **we do not hire** out the building or its rooms for personal events or activities such as; Birthdays, parties or for any other private/social reason.

## **Rooms Available:**

**THE VENUE** (50 seated / 80 standing)  
**THE LIVING ROOM** (50 capacity and out-of-hours bookings only)  
**THE GREENROOM** (20 capacity)  
**THE WELLBEING ROOM** (15 capacity)

## **Hire Rates:**

**Community Rate:** £35ph or £200pd (day rate 9-5pm)

Applicable for incorporated Charities, Community Interest Companies, Social Enterprises & Not for Profit organisations with income under £500,000.

**Commercial Rate:** £60ph or £400pd (day rate 9-5pm)

Applicable for Government bodies, Limited Companies, for-profit organisations and Charities & Trusts with income over £500,000.

## **Out of Hours Bookings:**

Out-of-hours hourly bookings will incur a flat fee charge of £100 on top of the corresponding hourly rate and must be for a minimum of 2 hours. This rate includes use of 1 room and access to the shared communal area. Any additional rooms thereafter will be charged at a flat fee of £30 per room. These additional rates are to account for additional staffing hours & overheads.

Please see the opening hours above for more information.

### **Technical Requirements:**

**Tech Equipment Hire:** £30 flat fee

(Screen, Projector, Mics, Speaker & cables - includes set up & turning on but any additional equipment like laptops, musical equipment or technical staff must be sourced by the hirer).

**Tech Operation:** If a technician is required to operate the lighting or sound desk during the hire period, this must be sourced by the hirer. We are able to recommend technicians, but we are unable to offer this support during your hire period.

### **Waste Management:**

**Food Waste:** Removed off site by the Hirer or £25 fee added for additional waste collection. When arranging food for guests, please only order what you need. We are unable to offer doggy bags or keep food back for staff.

**General Waste & Recycling:** Large quantities of Waste & Recycling will be charged at an additional £10 per bag.

### **Refreshments & Catering:**

The Place can offer refreshments from our Cafe Bar at a reasonable price. These can be purchased by patrons or it can be added to the invoice if you wish to provide free refreshments for your event.

If you wish to provide a licensed bar during your event (serving alcoholic drinks) then a minimum of 4 weeks' notice is required and an additional £21 to cover the application of a Temporary Events Notice.

The Place is not able to provide catering, but we welcome you to bring in your own food if you wish. Please note additional charges for waste.

*We reserve the right to ask for a deposit/security bond to cover your booking. Payments should be made within 30 days of receipt from Tin Shed Theatre Co. CIC. Please find the Terms & Conditions below.*

Please email [meet@theplacenewport.com](mailto:meet@theplacenewport.com) for a booking form

## **TERMS & CONDITIONS 2026**

### **1. Liability and Insurance**

#### **1.1 Public Liability Insurance**

The Hirer must hold valid public liability insurance covering accidents, injury and damage for the duration of the hire period. Proof of insurance must be provided prior to the event upon request.

#### **1.2 Liability for Damage**

The Hirer shall be responsible for any damage caused to the premises, including the building, furniture, fixtures, or equipment, during the hire period. The Hirer agrees to cover the full cost of repair or replacement.

### 1.3 Personal Property

All items brought onto the premises by the Hirer or attendees are at their own risk. The Place & Tin Shed Theatre Co. CIC accepts no responsibility for loss, theft, or damage to personal property.

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## 2. Responsibilities and Restrictions

### 2.1 Setup and Cleanup

The Hirer is responsible for providing clear set-up instructions and is expected to leave the space in a clean and tidy condition. All waste must be removed or disposed of appropriately, and furniture returned to its original position unless otherwise agreed.

### 2.2 Use of Space and Restrictions

The Hirer agrees to:

- Keep noise levels at a reasonable level and comply with any local noise regulations.
- Obtain prior permission for the sale or consumption of alcohol.
- Ensure no smoking or vaping occurs inside the premises and stays within permitted outdoor areas.
- Do not attach decorations or materials to walls, ceilings, or fixtures without prior approval.
- Respect staff, volunteers & users of the building. Any unacceptable behaviour will be dealt with accordingly.

### 2.3 Health and Safety

The Hirer is responsible for conducting appropriate risk assessments for their activities and ensuring compliance with all relevant health and safety legislation, including fire safety procedures. Fire exits must remain unobstructed at all times.

### 2.4 Security and Access

If ever a hire becomes a designated key holder, they will be responsible for:

- Ensuring the premises are secure during and after use
- Managing any keys or access codes provided
- Preventing unauthorised access to the building

Additional information regarding key holding will be provided if needed.

### 2.5 Subletting

The Hirer must not sublet, assign, or transfer the booking to any other party.

## 3. Cancellation and Termination

### 3.1 Cancellation by Hirer

Cancellations must be made in writing. The following charges may apply:

- More than 7 days before the event: Full refund
- 2 days before the event: 50% of the hire fee payable
- Less than 2 days before the event: Full hire fee payable

### 3.2 Cancellation by Venue

The Place reserves the right to cancel a booking in unforeseen circumstances. In such cases, a full refund will be issued, but the Place shall not be liable for any additional costs incurred by the Hirer.

### 3.3 Termination of Hire

The Place reserves the right to terminate the hire immediately if these Terms and Conditions are breached or if the activity is deemed unsafe, unlawful, or inappropriate. No refund will be issued in such cases.

#### **4. Legal and Other Requirements**

##### **4.1 Safeguarding**

Where activities involve children or vulnerable adults, the Hirer must ensure appropriate safeguarding measures are in place, including relevant checks, supervision, and policies in accordance with current legislation.

##### **4.2 Compliance with Laws**

The Hirer agrees to comply with all applicable laws, regulations, and local authority requirements.

##### **4.3 Agreement**

By confirming the booking, the Hirer agrees to abide by these Terms and Conditions.