



**THE FOLLOWING REGULATIONS FORM AN INTEGRAL PART OF THE STANDARD WELCOME CENTRE CONTRACT.**

**Any reference to the Welcome Centre relates to that of 'The Welcome Centre t/as CLM Enterprises Ltd, Parkside, Coventry CV1 2HG'.**

1. Any electrical equipment brought into the Welcome Centre by or on behalf of the Promoter / Event Organiser must strictly comply with the current regulations for the Electrical Equipment of Buildings, as published by the Institute of Electrical Engineers and must comply with any additional requirements of the Welcome Centre. The Promoter / Event Organiser's equipment and its installation, removal and maintenance is the responsibility of the Promoter / Event Organiser and must, at all times, be under the supervision of a qualified person.
2. The Promoter / Event Organiser shall ensure that all electrical equipment and tools brought to site, comply with all relevant statutory requirements including the "Electricity at Work Regulations 1989". Such equipment and/or tools shall be operated and used in a safe manner and the Promoter / Event Organiser shall make available for inspection, evidence that the equipment has been tested in accordance with the above regulations.
3. The Welcome Centre management reserves the right to instruct the Promoter / Event Organiser, where equipment and/or cables may be positioned within the Grace Room or other parts of the building accessible to the general public, and may delay the performance until the Promoter / Event Organiser has satisfied the Welcome Centre that any such equipment and/or cables may not interfere with the safety of the public or the staff of the Welcome Centre.
4. All lifting and suspension equipment brought to site by the Promoter / Event Organiser must comply with all current legislation and the Promoter / Event Organiser shall make available for inspection, evidence that the equipment has been tested and examined in accordance with current legislation.
5. The Promoter / Event Organiser shall have carried out and have available, risk assessments of all special effects used in the production, and of all perceived hazards associated with the unloading, manual handling, erection and reloading of all scenery and electrical equipment brought to site. Written assessments of significant risks in the workplace are required by law - ref. The Management of Health and Safety at Work Regulations 1992 (Regulation 3).
6. It is expected that the Tour Manager, or Deputy, will discuss with Welcome Centre staff, the fit-up of the production prior to commencement based on a prepared Method Statement.
7. No flame/fire effects and pyrotechnics may be used without advanced notice and written permission of the Welcome Centre.
8. The Promoter / Event Organiser shall Fireproof, to the reasonable satisfaction of the Welcome Centre Management, all of its own scenery, curtains, display material, equipment and properties used in the Event.
9. The Promoter / Event Organiser agrees to observe, carry out and abide by all conditions and regulations imposed by statute or by any Public Authority, together with the rules currently in force at the Welcome Centre during the times of the Promoter / Event Organiser's occupation of the Welcome Centre.



10. Obtain the prior written consent of the Manager before :
  - a) Transmitting or recording, or allowing the transmission or recording of the Event by any media whatsoever including as illustrations only: television, radio and other audio means, film and video recording.
  - b) Placing or allowing the placement of details of the Event on the internet or similar electronic media.
  - c) Making a collection of any description within the Welcome Centre.
  
11. The Promoter / Event Organiser agrees to fully compensate the Welcome Centre (t/as CLM Enterprises Ltd) for:

Any loss or damage to the Welcome Centre or it's fixtures or fittings arising during the use of the Welcome Centre by the Promoter / Event Organiser or after the Production and including consequential loss.

All costs, claims, damages and demands whatsoever in respect of any loss of or damage to property and/or personal injury or death in or about the Welcome Centre due to an act or omission by the Promoter / Event Organiser, her or it's servants, agents or employees.
  
12. The Promoter / Event Organiser agrees to give the Welcome Centre management sole discretion as to whether additional security staff is necessary for the safety of the public during the production and, if so, to pay to the Welcome Centre the full cost of such staff.
  
13. Ensure that the Event will not infringe any copyright held by a third party nor is defamatory of any person, firm or company;
  
14. Not infringe copyright in any musical works outside the jurisdiction of the performing Rights Society and shall pay all fees direct to any owners of musical works not within the jurisdiction of the Society.
  
15. Immediately comply at its own expense with all reasonable instructions from the Manager as will ensure compliance with its obligations under this Agreement.
  
16. In being given specific notice by the Manager, at all times comply with the instructions, requirements or regulations of the local fire authority, the Council acting in its capacity as the local licensing authority and those of any other licensing authority.
  
17. It is recommended that the Promoter / Event Organiser reserve a suitable number of seats for the purpose of guest seats.
  
18. The Promoter / Event Organiser shall take all necessary steps to ensure that no advertisement in connection with the event is displayed other than in compliance with the appropriate Town and Country planning legislation and advertisement Regulations.
  
19. Smoking is not permitted in any part of the Welcome Centre.

Updated: August 2019