

Society Name:

St George's Students' Union Performance Society Contact 2016/2017

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Society Name:

1.0 Contract Overview:

This contract has been put in place to ensure all performance societies within St George's Students' union are equally and fairly treated, while ensuring that the space, facilities and services provided by the union and the university are respected, preserving their longevity. Within this contract are terms and conditions that each society must follow and agree to in order to ensure uninterrupted use of the facilities and services we offer. If at any point the named society or its affiliated members break any of the agreements below, an agreement of the breach from two of the following union members is sufficient to initiate a termination of the contract and revoke any privileges provided to the society, up to and including a maximum penalty of refusing to allow the society to perform in the following academic year(s) using any of our facilities or services.

Students' Union President

Vice President Education & Welfare

Vice President Finance & Student Activities

Students' Union General Secretary

2.0 Termination of contract

In order to initiate a termination of contract two of the above Students' Union Officers must agree on the breach of contract. The process is outlined below in 4 steps.

1. Written warning to the society committee members confirming the breach of contract, giving the society a reasonable amount of time to respond and rectify the issue.
2. Final written warning to the society committee members confirming the breach of contract, a 7-day period from the date of the final written warning should be given in order for the society to respond and rectify the issue.
3. The breach of contract will then be discussed at the next available executive meeting; a vote will take place on the appropriate action and confirmation of the action will be communicated to the societies committee.
4. The Society will then have 14 days to respond and/or appeal the action decided at the executive meeting and will be offered to present at the following executive meeting.

2.1 Multiple breach of contract

If for whatever reason the named society accrue multiple breaches of their contract, the Students' Union reserves the right to fast track the termination of contract, skipping directly to **step 3**. A multiple breach of contract is defined as: 3 or more breaches of contract within one year, or 4 or more breaches of contract within 2 consecutive years.

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3.0 Facilities

It is the societies responsibility to ensure any facilities used during rehearsals and or performance are appropriately used and returned to the same condition they were found in. It is the societies responsibility to provide evidence of the room before and after use should it be asked for by an individual listed in [section 1.0](#). If a society is unable to provide this evidence It is within our discretion to assume any damage created is the responsibility of the society and appropriate action will be taken. All rooms used by the society must be booked through the general secretary and confirmed at an SGSU council meeting.

Should a society require a space to paint / decorate, any materials used and waste created must be removed from the room 3 days after completion of the event. While painting the society must purchase floor/furniture coverings and ensure if paint is accidentally spilled onto any furnishings or walls / floor it should be cleaned immediately. Any damage as a result of paint will be charged to the named society. Any damage created must be reported to the Vice President of Finance and Student Activities as soon as possible.

- 3.1 Alistair Hunter Room
- 3.2 Henry Gray Dance Studio
- 3.3 Games Room
- 3.4 SGSU Bar
- 3.5 RAG Room
- 3.6 Students' Union Office
- 3.7 All Lecture Theatres + Boardrooms

Following future developments, the Students' Union reserves the right to refuse use to any of the above facilities, given suitable reasons.

4.0 End of Use

From the date of the final performance by the named society, the society has a maximum of 3 days to clear all rubbish and waste materials generated for all rooms, except Lecture theaters and boardrooms, which must be cleared the same day. Failure to adhere to this rule will result in the society being charged for any fees incurred as a result of removing the waste generated.

5.0 Storage

It is the societies responsibility to ensure excessive equipment is not purchased and that suitable storage is available. It is the societies responsibility to store their equipment safely in an appropriate space, which has been allocated to them. Inappropriately stored equipment will be removed and binned and the society will be charged for the cost of the removal.

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6.0 Technical Officers

The student's union offers technical officers to aid with lighting, sound and tech. These officers are not paid and are studying alongside their course. If you require the assistance of the technical officers, written communications must be given at a minimum of 2 weeks before the event. For larger events like shows it is suggested that the technical officers know at least 2 months in advance, and must meet with the production team in person. The officers will set deadlines for when they expect each choreographer / director to submit their request. It is the shows director and or president's responsibility to ensure that these deadlines are met. It is at the technical officer's discretion whether or not they have received enough time to meet the demands and they reserve the right to refuse any requests. Basic lighting and sound will be provided if these deadlines and requests have not been met, if this is feasible.

6.1 Payment for technical equipment

This money will be deducted from the societies bank account after the show is completed, this money will be placed into a kitty to pay for the repair of any wear and tear on the equipment. For a detailed breakdown of the cost please email vpfinance@su.sgul.ac.uk.

The following document should be signed by the society president(s)/ director(s) or equivalent.

..... (Print name)

..... (Sign) Date:

On behalf of (Society name)