

# **Guidelines for using the Undercroft**

## **Contacts**

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## **Overview**

The Undercroft is approximately 11m x 55m, the building slopes from the south end (nearest Forum) to the north end (nearest the Guildhall). The Undercroft is below the war memorial and all projects must be appropriate and respectful.

## **Conservations/ English Heritage**

The Undercroft is a grade 2 listed building so there can be no alterations, holes drilled etc whatsoever. All installation must be loose-fit and completely removed at the end of the exhibition. Any alterations must be approved by Norwich City Council's Conservation officer and, if necessary, English Heritage. The Undercroft must be returned to its original state at the end of the hire period.

## **Access**

The Undercroft is not accessible to disabled visitors or those with mobility issues and therefore when the space is open to the public it is necessary to have a steward who will assist people entering via the ramp. A doorbell should be placed at the entrance to alert stewards if assistance is required.

## **Fire safety**

The Undercroft is not fitted with a smoke alarm and the exit doors open inwards therefore the number of people in the building must be limited to 60. This must include staff, performers, audience etc. The hirer will be responsible for writing a fire risk management plan which must be agreed by Norwich City Council. Where electrical equipment is installed it may be necessary to attach smoke detectors. These must be checked weekly. The Undercroft is fitted with emergency lighting so in the event of a power cut the lights would remain on.

## **Exhibitions**

All exhibitions must be agreed by NCC before going ahead, consideration will be given to the quality of the proposed work and reputation. The Undercroft has permanent planning permission for use as an Exhibition Space. All exhibitions/ events in the space must have a Tenancy at Will agreement issued by NPS. Anyone using the space under a Tenancy at Will agreement will be liable to cover the business rates for the period.

## **Utilities**

There is power in the Undercroft however this is limited (max 16amp) and your requirements must be agreed with Norwich City Council in advance. Meter readings will be taken at the beginning and end of the hire period. The

hirer will be charged for electricity used. The lighting is on two strips which can be operated separately, individual lights/ bulbs must not be removed.

### **Risk management**

The hirer must submit a full and detailed risk management plan with details of the installation of the exhibition, the operation and the de-installation. The hirer must also submit a schedule of works/ method statement and a site plan.

### **Fees**

The hirer will be responsible for covering the cost of the Building Rates during the hire period. For 2014/2015 this is £13.21 per day (£277.41 for three weeks) however organisations with charitable status can apply for rate relief. The minimum amount of time the space can be hired for is three weeks.