

## STANDARD TERMS AND CONDITIONS OF HIRE

### ESSENTIAL INFORMATION

- All venue bookings requests are at the discretion of the Siobhan Davies Studios and are processed on a first come first served basis. We reserve the right to decline bookings should we determine the nature of the booking to be unsuitable for the venue.
- Please make sure all fields are completed, if you wish to book a series of dates, please email these to us.
- The booking times MUST include set up and pack up time as access will only be given during these times. If the hire exceeds the booked times, the hirer will be charged the pro-rata hourly rate to the nearest 15 minutes.
- Reception staff will help set up the space based on the information provided in the agreement if possible.
- Please ensure you leave the room neat & tidy. No storage is available for either equipment or documents.
- We will send you a confirmation of rate and quote upon receipt of the booking form.
- Bookings are only considered confirmed once an email of agreement of rate is received from the hirer **AND** an invoice has been raised.
- Full payment of the outstanding hire fee is due two weeks before the hire period, or at the time of booking if it is made within two weeks of the hire date – otherwise the booking will be considered cancelled.
- If you cancel your booking with 7 or less days' notice you will be charged the full amount. Cancelled events with 8-14 days' notice will incur a 25% of the total fees cancellation charge. Any hires cancelled with more than 15 days' notice will be refunded in full. All cancellations must be recording in writing; if you call to cancel you should also send email confirmation of cancellation.
- Any damage or cleaning costs as a result of the hirer or their guests' actions will be charged back to the hirer.

### TERMS & CONDITIONS

#### FINANCIAL

Prices are inclusive of VAT and will be reviewed annually on the 1<sup>st</sup> of April.

All hires will be charged the standard rate and discounts are applied at the discretion of Siobhan Davies Studios.

- Standard Rate – Applied to all groups and commercial organisations.
- Funded Rate – For organisations that receive regular or statutory funding.
- Independent Rate -Individuals/organisation with no regular funding and the activity is for the creation of an arts/cultural project.

Additional staff or security charges may apply outside of standard opening hours.

There are no additional fees for use of the basic sound system set up in the studios, or projection/laptop facilities in the meeting room. For any other equipment there will be an additional cost.

Payments can be made via BACS or over the phone with a bank card as per the details outlined on the invoice.

#### CONFIRMED BOOKINGS AND CANCELLATION TERMS

Bookings are only considered confirmed once an agreement of rate is received from the hirer at which point an invoice will be raised. Full payment of the outstanding hire fee is due two weeks before the hire, or at the time of booking if it is made within two weeks of the hire date – otherwise the booking will be considered cancelled. If you cancel your booking with 7 or less days' notice you will be charged the full amount. Cancelled events with 8-14 days' notice will incur a 25% of the total fees cancellation charge. Any hires cancelled with 15 or more days' notice will be refunded in full

Siobhan Davies Studios will endeavour not to cancel bookings once they are confirmed and paid for by the hirer. However, in the event that a space that has been hired becomes unusable as a result of any mechanical breakdown, fire, flooding, explosion, strike or act, Siobhan Davies Studios retains the right to cancel confirmed bookings. Siobhan Davies Dance will endeavour to give as much notice as possible of such cancellations, and will refund in full all monies paid to date.

#### EQUAL OPPORTUNITIES

We proudly operate an inclusive environment, in line with our Equal Opportunities Policy; hirers should not use language or behaviour which could be construed as discriminatory whilst on the premises.

#### SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

In line with our Safeguarding Policy (available upon request), children under the age of 18 must be accompanied by a responsible adult at all times; when attending a class or rehearsal this may be the teacher or organiser. When space is booked for use with children under the age of 16 years, Siobhan Davies Dance requires a chaperone ratio of no less than one adult per 10 children. Outside of classes or rehearsals parents must accompany their children in all areas of the building. Any space hirer working with children or vulnerable adults must have a Safeguarding Policy in place in relation to this work, and must provide a copy if requested.

#### DAMAGE, CLEANING AND INSURANCE

The hirer is responsible for any damage or harm done to persons, building or property arising from your actions or omissions or those of your members or group. You must provide a copy of your insurance policy to cover your activities; in particular that you and anyone engaged on your behalf is covered by public and employers' liability insurance to a minimum of £5 million indemnity with an insurer of repute and all premiums paid to date.

Alternatively you have the option to sit under Siobhan Davies Dance's third party hirers public liability insurance which would cost you £5 plus 12% IPT (Insurance Premium Tax) per hour, or £25 plus 12% IPT per day. If required, this cost would then be added to your invoice.

Any equipment can only be hired upon prior agreement and should be returned in the same condition as when provided. Failure to do so will result in additional charges.

The hirer should find the hire space in a clean and tidy state. If this is not the case they should contact reception prior to using it. The hirer is responsible for leaving all their hire spaces in a clean and tidy state, and will be charged the full cost of any supplementary or specialist cleaning if this is required after the hire.

### **HEALTH & SAFETY**

You are responsible for ensuring that no activity takes place that might endanger the general health and safety of any person present in the building. If you are involved in activities on the premises where injury or damage may be possible you must provide us with a Risk Assessment, method statement and appropriate liability insurance in advance.

Any equipment you bring onto the premises is at your own risk and any loss or damage to your property is your responsibility. Please tell us in advance and ensure your equipment is fit for use and display a current PAT test label. If we see you using equipment without a PAT test label that we deem unsafe we can ask you to stop using it. If you refuse to stop using your equipment, the current booking and any future bookings you have with us, confirmed or otherwise may be subject to cancellation.

### **SOUND AND NOISE LEVELS**

Sets, steel decks, special effects machines and other temporary equipment are not allowed in the studios unless agreed in advance. If permission is granted, the hirer must ensure floors are protected and adhere to health and safety regulations.

Both studios and the meeting room are equipped with audio-visual equipment; please ensure these are requested when the booking is made so it can be set up in advance for you. Requests on the day may not be able to be accommodated.

Although each of the studios is acoustically lined, the hirer is responsible for keeping noise resulting from their hire to reasonable levels. This includes corridors and communal areas out of respect to other users. We are situated in a residential area; out of respect to our neighbours, noise in the evening should be carefully monitored. If you exceed the level determined by staff, you will be asked to turn it down. Failure to comply with this will result in cancellation of your booking.

Please notify us in advance should your activity require the use of live musicians or sound equipment other than that provided. We retain the right to refuse permission for use of sound equipment and/or live musicians if they are brought in without prior notification.

### **DANCE FLOOR INFORMATION**

The studios have sprung Junckers floors covered with Harlequin linoleum. To protect the floor, and for hygiene reasons, no shoes should be worn in these spaces. Shoes are not permitted in the studios unless arranged in advance. Mark-up using floor tape is acceptable provided the tape and any residue is removed at the end of the hire. For certain events the removal of the Harlequin linoleum floor will be arranged, with a charge to the hirer. Additional charges will be applied to clean or repair the floor if it is found to be left in an unsuitable condition by the hirer.

### **FILMING & PHOTOGRAPHY**

Siobhan Davies Studios is an artist-led building, with a clear vision and mission. As such, Siobhan Davies Dance ensures that all images and film of the spaces in the building fit with this mission and vision. Film or photographs taken should only be for personal use and should not be reproduced in any form, including digitally without permission. Please seek permission in advance for permission to film or photograph the studios for commercial purposes.