

## Clean Break room hire standard terms & conditions

### Your Hire Agreement

- All Hirers will receive a hire agreement detailing dates, times and cost of hire, the expected number of participants / attendees and maximum capacity of the space for your activities, and any equipment and furniture included in your hire.
- The hire agreement will include a reminder of our standard terms and conditions and will highlight any additional terms and conditions agreed in relation to your specific booking.
- Return of the hire agreement to us, or receipt of payment (whichever is sooner) indicates acceptance of the terms and conditions outlined in the agreement.
- Time or spaces used beyond your agreed booking will incur additional charges.
- Equipment and furniture not included in your hire agreement may be available on request and may incur additional charges.
- If more participants / attendees arrive than the agreed maximum capacity, we reserve the right to refuse them admission to the building.

### Building, People and Access

- The building is Clean Break, 2 Patshull Road, Kentish Town, NW5 2LB. For this purpose, the building includes the private courtyard garden within our gated premises.
- For certain days and times, the building is a women only space. This is generally the case Monday-Wednesdays, daytime hours. Any times outside of Monday-Wednesday daytime hours which are women only will be made clear to you when you book.
- Children and young people (aged 17 or under) are not permitted in the building or courtyard, unless part of a professional rehearsal process with the appropriate chaperone protocols in place. Clean Break must be notified in advance if there will be young people in the Hirer's group.

- All members of the Hirer's group must sign in and out of the building, using Clean Break's system SwipedOn, or for some hires a nominated member of the Hirer's group may keep a register of attendees and share the headcount with the Operations Team. The Hirer will be informed in advance whether members of their group should use the Main Entrance and report to the welcome desk on arrival, or the 'Stage Door' entrance and report to the Hirer's nominated person.
- The building is located in a residential area. We monitor to ensure that reasonable noise levels are maintained throughout the building. No amplified sound is to be used without the prior agreement of the Operations Manager.
- We ask that you plan your activities to ensure you vacate the booked spaces at the agreed time, out of courtesy to the operations staff on duty, who have a number of safety and operational duties to complete between bookings, or before the end of their shift.

## Payment Terms

- Bookings made are provisional until the invoice is issued or payment is received (whichever is sooner), at which point the booking is confirmed.
- The only exception to the above is a booking made at very short notice, which we may agree to confirm ahead of payment being received if it is not feasible to receive payment before the booking commences.
- All hire fees are subject to the addition of VAT (20%).
- Payment for each booking outlined in a hire agreement must be made to Clean Break in full, as per the invoice. Clean Break does not take deposits or instalments. We do not accept cash payments for hires.
- A hire will not begin – i.e. no access will be granted to the building – unless the booking has been confirmed, which except for bookings at very short notice means payment has been received in full as above.

## Cancellation

- The Hirer may cancel a provisional booking, prior to confirmation as outlined with Payment Terms above, at no cost.
- For a confirmed booking cancelled by the Hirer two weeks or more before the hire start date, 50% of the cost will be refunded.

- If a confirmed booking is cancelled by the Hirer less than two weeks before the hire start date, the full amount will remain due and no refund will be issued.

## **Safety**

- Both Clean Break and the Hirer have a duty to protect the health, safety and welfare of all people affected by their activities.
- The Hirer must provide a health and safety risk assessment (template available) for their hire, a week before the first day of the hire. Clean Break reserves the right to request additional details, additional safety measures or to reject an activity if we do not agree that the activities outlined are sufficiently safe for our premises.
- Clean Break will ensure that a first aid trained staff member and fire marshal are on site at all times during the hire. The Hirer should also ensure that there is adequate first aid provision at all times in the spaces booked, depending on the nature of the activities taking place, and should outline this in their risk assessment.
- The Hirer agrees to follow Clean Break's Covid Safety Measures, which will be provided.
- Clean Break is a dry building; strictly no alcohol or drugs to be brought on site at any time.
- Failure to comply with any of the above will result in immediate termination, and/or additional charges at the discretion of Clean Break's Operations Manager.

## **Insurance**

- By confirming this booking, the Hirer is also confirming that they have in place adequate Employer's Liability (if they are an employer) and Public Liability insurance for the people and activities they are responsible for during this hire.
- In addition, the Hirer is responsible for adequately insuring against loss or damage any equipment or materials brought on site by the Hirer.
- Clean Break may ask to see proof of insurance to evidence the above.