

## STANDARD TERMS AND CONDITIONS OF HIRE

### ESSENTIAL INFORMATION

- All venue booking requests are at the discretion of Siobhan Davies Studios (SDS) 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.
- 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 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 confirmation of the 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.
- Full payment of the outstanding hire fee is due two weeks before the hire period, or as soon as possible if the invoice is received within two weeks of the hire date – otherwise the booking will be considered cancelled. Please be prepared to show a receipt of your payment at the start of the hire period prior to gaining access to your booked space. **We reserve the right to refuse access to the space if payment has not been made in advance.**
- If you cancel your booking with 7 or less days' notice you will be charged the full amount. Bookings cancelled 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 recorded in writing; if you call to cancel you should also send an email to confirm the cancellation.
- Any damage or cleaning costs because of the hirers or their guests' actions will be charged back to the hirer.

### Room Hire Capacity:

Space	Capacity (Movement)	Capacity (seated)
Roof Studio (16.5m X 12m)	50	100
Research Studio (12.7m X 6.5m)	20	50
Meeting Room (5.8m X 4m)	n/a	15
The Study (3.3m x 2.5m)	n/a	4
Parlour (6.4m X 4.2m)	n/a	20

## ON THE DAY OF YOUR BOOKING

- When you arrive for your booking, please speak to the reception staff as they will welcome you to the venue, recap key information, and ensure you have everything for your booking.
- No shoes may be worn in the dance studios for Health & Safety reasons, unless paying the cleaning fee when booking an event. Please see below for more information.
- Only water can be taken into the dance studios, no other food or drink should be consumed in these spaces unless agreed in advance. Visitors may consume food and drink in the parlour, the kitchen and other public spaces in the building.
- Free Wi-Fi is available throughout the building; please ask at reception for the login details or posters are available throughout the building.
- We do not permit notices or posters to be displayed anywhere in the building.
- In the interests of safety and security, all building users and visitors must sign in and out at reception. CCTV is in operation; visitors should remain vigilant against thieves. Siobhan Davies Studios does not accept any liability for any lost or stolen items.
- Any accident, incident, or near miss, however minor, should be reported to reception immediately. Anyone requiring first aid or assistance should contact reception, who are designated first aiders for the Studios.
- In the event of an emergency, the space hirer must fully comply with the Emergency Evacuation Plan. Upon the sounding of the alarm, or if instructed, the hirer must facilitate the evacuation of their group immediately. The hirer is responsible for the safe evacuation of their group and should direct the group to the assembly point at West Square.

## WELCOME TO THE STUDIOS

**Facilities** - Changing rooms and shower facilities are located on the first floor. Unisex and accessible WC are located on both the ground and first floors.

**Kitchen & Parlour** - The parlour area on the ground floor may be used by any visitors to the building as an informal space, provided it has not been hired for a private event. There is a kitchen adjoining the parlour, where visitors can make tea or coffee; we ask for a small contribution via the honesty box in support of these provisions. Visitors are asked to keep both spaces clean and tidy after use

**Travel** - We are located at 85 St. George's Road, SE1 6ER, adjacent to the Charlotte Sharman School on St George's Road, and near the Imperial War Museum.

- Nearest tube: Elephant & Castle, London South Bank University exit. (Northern, Bakerloo lines and National Rail)

We are also walking distance from Lambeth North and Waterloo stations.

By bus: All to Elephant & Castle: 12, 53, 148, 344, 360, 453 or C10 to Imperial War Museum

- The building is within the congestion zone. Parking is only available for disabled visitors, except by prior arrangement. Please note that the site operates a one-way system with entry only via St George's Road and exit only via West Square.
- Bicycles can be chained on the racks in the courtyard. All bicycles are left at the owner's risk.
- Please contact reception to discuss any access requirements.

## 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.
- Charity Rate – For organisations who are able to supply their charity number.

- Independent Rate – Individuals who wish to use the space for rehearsal or research.

Additional staffing 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 as per the details outlined on the invoice, or by card in person (for amounts below £100).

### **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 on the 1<sup>st</sup> of the month of hire. Full payment of the outstanding hire fee is due two weeks before the hire, or before the time of booking if the invoice is received 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 hires 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 endeavor not to cancel bookings once they are confirmed and paid for by the hirer. However, if a space that has been hired becomes unusable because of mechanical breakdown, fire, flooding, explosion, strike or any other situation outside of our control, Siobhan Davies Studios retains the right to cancel confirmed bookings. Siobhan Davies Studios will endeavor 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 always accompanied by a responsible adult; when attending a class or rehearsal this may be the teacher or organiser. When space is booked for use with children under 16, Siobhan Davies Studios requires a chaperone ratio of at least 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; stating 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.

Any equipment can only be hired upon prior agreement and should be returned to 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 inform 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, 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 this is 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 also applies to corridors and communal areas, out of respect for 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 the cancellation of your booking.

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

### **DANCE FLOOR INFORMATION**

The studios have sprung Harlequin floors and are sometimes covered with Harlequin linoleum. To protect the floor, and for hygiene reasons, should the Harlequin linoleum be down, no shoes should be worn in these spaces. Shoes are not permitted in the studios unless arranged in advance. 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 left unsuitable by the hirer.

### **FILMING & PHOTOGRAPHY**

Siobhan Davies Studios is an artist-led building, with a clear vision and mission. As such, Siobhan Davies Studios 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 to film or photograph the studios for commercial purposes.