

English Bridge Studios

Hall Booking terms and conditions

General terms:

Access: If keyholder for regular use, deposit per key required. Otherwise by arrangement with the Studio Manager (email info@englishbridgestudios.org or 01743 243283 / 07941 600993).

Payment in advance of the event or monthly in arrears for regular users only.

Cancellations must be made two weeks in advance for a full refund.

Hirer:

If marketing by MakeSpace CIC (MS) is required I/we will provide information & images for MS social media. Please discuss with our comms team - fees may apply. MS reserves the right to decide where and for how long your marketing will be displayed.

Conditions of use:

1. The Hirer is responsible for the hire space being kept in a safe, clean condition. You will be held responsible for the cost of making good any damage to the premises and its equipment that occurs during your hire, including any extra cleaning costs. It is the responsibility of all users to remove all their rubbish.
2. The space being provided may not be sublet by you nor used for any purpose other than that stated on your booking form.
3. The hirer is expected to leave the hire space clean and tidy and to remove all rubbish, esp glass recycling as there is no facility to collect it at EBS.
4. MakeSpace staff reserve the right to inspect hire activity, and refuse or terminate your hire at any time due to a breach of these terms.
5. The Hirer is responsible for ensuring that activities on the premises are legal and comply with current Health and Safety Regulations.
6. No liability shall attach to the Directors of MakeSpace CIC (aka English Bridge Studios) for:

- the loss of personal possessions of the Hirer or their visitors
- the loss or damage to tools, equipment, artwork etc
- any injury sustained by the Hirer or their visitors

7. The Hirer will require permission from the Studio Manager for any hazardous material brought onto the premises, for its storage and for its use.

8. The Hirer is responsible for providing appropriate insurance cover for their activities and equipment, in their own name. MakeSpace CIC has Public Liability insurance for £5 million.

9. The Studio Manager reserves the right to cancel your booking in the event of unforeseen circumstances arising of national or local significance. You may wish to consider insuring against such an eventuality.

10. No additional (ie electrical) equipment is to be used without prior consent from the Studio Manager. Equipment should be PAT tested for insurance purposes.

11. The heating will be on for all confirmed bookings during colder months. Before leaving please ensure that extra heating appliances and lights are switched off.

12. The Hirer agrees to record the number of participants at each hall hire session in the User Log book provided by MakeSpace CIC.

13. The Hirer understands that any terms of hire in addition to those on the online hall booking site, will be confirmed in writing.

14. The Hirer is responsible for their own equipment, **activity risk assessment**, fire evacuation, safeguarding and Health and Safety, incl Child Protection. **You must ensure you are familiar with the premises with regard to these issues.**

15. In the event of an emergency concerning the premises the Hirer will call:

Jancis (07941 600993) / David (07384 296050)

See board by office for duty rota.