



EBW Hall Booking terms and conditions

General terms:

Access: If keyholder for regular use, deposit of £ 7 per key required. Otherwise by arrangement with the Studio Manager (07941 600993 or email ravenstudios.shrewsbury@gmail.com).

Payment in advance of the event or monthly in arrears if a regular user.

Cancellations must be made a week in advance for full refund.

Public events will incur a staff surcharge.

Hirer:

If marketing by MakeSpace CIC (MS) is required I/we will provide information & images for MS social media. Please discuss with Joey, Marketing Manager - 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 the users to recycle or 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 Studio Manager has the right to inspect hire activity at any time during the hire period.
4. The Studio Manager reserves the right to 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 Raven 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 heat and light are not wasted, thank you.

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 understands that they are responsible for their own Child Protection.

15. The Hirer is also responsible for their own equipment, risk assessment, fire evacuation, safeguarding and Health and Safety. **Please ensure you are familiar with the premises with regard to these issues.**

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

Studio Directors Jancis Vaughan (07941 600993), James Smith (07769 696624),
Joey McAleese (07376 635634)

or

EBW Trustee Ian Fleming 07990 550852