

SPACE HIRE TERMS & CONDITIONS

This document forms the terms and conditions of hire of spaces by a hirer (you) at The Place (we/us). The hire of spaces under these terms and conditions does not create any affiliation or partnership between you and The Place, and The Place takes no responsibility for and does not endorse the content of activities which you carry out in our spaces.

By confirming the booking request in writing you acknowledge and confirm that you have read, understood and agreed to comply with the terms and conditions contained within this document. Please note that completing a booking form does not automatically mean that the booking has been confirmed.

*The space bookings team can be contacted via email on space@theplace.org.uk
For general enquiries you can contact our Reception on +44 (0)20 7121 1029 during our opening times.*

1. BOOKING PROCEDURE:

- 1.1 We do not take bookings over the phone. All reservations must be made via email through the space bookings team. The Reception desk at The Place is not equipped to take or change any bookings or payments, nor to provide detail on availability of spaces to external hirers.
- 1.2 **Advance payment is required to secure all bookings at The Place.** You must be able to produce a booking confirmation on the day of the reservation; failing that, you may be denied access to our spaces. We reserve the right to cancel any booking where payment is not received before the event.
- 1.3 An invoice is raised as soon as a booking is agreed in writing via email. From this point onwards,
 - a 50% cancellation fee is applicable if the booking is happening within 30 days of the activity date
 - the total amount on the invoice will be liable if cancellation is made within a week or less of the activity date
 - If the booking is cancelled before the required 30 days' notice, a cancellation fee will not apply.
- 1.4 Please ensure all booking details and invoicing/personal details are correct before finalising your booking.
- 1.5 Once we have received payment, a confirmation email with the booking details will be send to you. It is your responsibility to ensure you have received this message. If you do not receive this message, please contact the space bookings team as soon as possible. The same rules and procedures apply for booking cancellations.
- 1.6 Invoices must be paid immediately upon receipt (unless a different arrangement has been agreed in writing), otherwise you risk cancellation of future bookings. A payment schedule can be negotiated depending on circumstances and at the space bookings team's discretion; please contact the space bookings team for more information.
- 1.7 Booking slots are made available on specific dates throughout the year, usually for the term ahead. For more information about our booking cycles, please contact the space bookings team.

1.8 The Place reserves the right to move bookings to a different space if changes in the internal programme requires us to do so. Where the hirer is moved to a larger space, they will not be charged for the upgrade; where a hirer is moved to a smaller space, they will be refunded the difference. You will be given notice of changes/cancellations in writing as far in advance of the booking date as is reasonably practicable.

2. NOISE LEVELS, PERCUSSION AND PIANOS:

Our relationship with our neighbours is very important to us, and at any time we can have as many as 14 different activities in our spaces. Therefore,

2.1 Noise levels in all spaces must be kept to a reasonable level. If you are disturbing other users, you will be advised to reduce your noise level by The Place staff.

2.2 All studios are equipped with a ventilation system to ensure air circulation, plus a floor fan for extra ventilation. Please note that only Studios 7 and 8 are air conditioned.

2.3 If you intend to use percussion/live music, this must be stated at the time of booking when you will be advised if this is possible. **Please note** we cannot allow any percussion or other live music involving more than one musician at the same time.

No live music is allowed in the Founders Studio at any time.

2.4 Pianos must not be moved as doing so can cause damage to the piano or the floor. If this happens, you will be liable for any such damage.

3. FOOTWEAR, FOOD & DRINKS:

3.1 No outdoor shoes are allowed in any of our studios. Please see specifications below about which type of footwear (if any) is allowed in the spaces:

Studios 1, 3, 4, 6, 10 and Cohan Studio: Only indoor dance shoes with soft and light-coloured soles are permitted, no trainers or flamenco shoes.

Studio 7 and Founders studio: Indoor dance shoes, flamenco, tango or ballroom shoes and indoor dance sneakers/trainers with non-marking soles are permitted.

Studios 2, 5 & 9: No shoes of any kind are permitted in these studios; you will need to agree to being barefoot or wearing socks only.

Meeting/Lecture rooms: all types of footwear are allowed.

3.2 No food or drinks may be taken into the studios except bottled water. Please avoid bringing in glass containers, however we strongly encourage you to bring reusable water bottles.

4. DAMAGE TO THE SPACES:

4.1 You will be liable for any damage caused to the spaces during or as a result of your hire. This includes (without any limitation) damage to the floor, walls, or audio-visual system.

4.2 You are responsible for informing Reception if you notice anything unusual in the condition of the space you are using before commencing your booking.

4.3 After block bookings with exclusive use, and any hires including set or props, we will conduct an inventory of the space. Any damages will be charged to the hirer.

5. BOOKING TIMES:

5.1 Our booking policy allows for back-to-back bookings and **we expect our hirers to include time for setting up and packing down in their booked timeslot.** Please notify Reception about any delays affecting your booking as a result of the previous hire.

5.2 The Place reserves the right to invoice for any extra time in the space according to Reception's report.

5.3 If you fail to keep to your allotted time, our staff will prompt you to vacate the space. Persistent late finishes may result in future bookings being cancelled.

5.4 We can arrange for early access or late opening at an extra charge and if requested at least 2 weeks in advance (subject to staff availability). Please contact the space bookings team for more information.

6. USE OF EQUIPMENT:

6.1 All spaces (except Flaxman Terrace Meeting Room, Production office and green room) are equipped with an audio-visual (AV) system. User guides are available in the space, and upon request can be emailed in advance. The AV equipment is in a cabinet in a corner of the space, and it consists of a CD player, iPod/phone/laptop dock, a plasma screen (and a PC computer in some spaces). You can plug in your device or camera, but you are advised to bring your own device-specific cables. There are mini-jack cables tied to the equipment. Studio 2 also includes a projector.

6.2 Please note that the equipment must not be moved around the space without permission and objects should not be kept on top of the cabinet (especially any liquids).

6.3 Tables and chairs are available for use in our studios on request (subject to availability).

6.4 The building is equipped with Wi-Fi signal and this is accessible through a guest account; you can ask for the login details at Reception. Our Wifi system is equipped for live streaming, however we cannot guarantee the speed and reliability during busy times. Please inform us at the time of booking if you plan to livestream during your activity. We cannot provide you with technical equipment for this, so you will need to bring your own laptop/camera.

6.5 Any equipment brought into the building should be compliant with current guidance and legislation. All electrical items must be PAT tested and flammable objects must be treated with fireproof spray. Hirers are required to have a list of all equipment in use and relevant supporting documentation.

6.6 **Any set or props brought into the studios must be specified and agreed in advance.** These items must be planned and risk-assessed in consultation with our Health and Safety manager.

7. PHOTOGRAPHY & VIDEO:

- 7.1 **Any hire involving photography and video footage must be agreed at the time of booking** as different rates apply. This will be charged according to the information you provide on the Booking Request Form, please contact the space bookings team for more information.
- 7.2 We charge for bookings involving photography and video footage according to the purpose and distribution of the footage. We classify hires as either commercial or concession.
- 7.3 **The use of flash photography must be stated at the time of the booking** as it can only be accommodated in certain spaces.
- 7.4 We prohibit filming and photography of artistic work, staff, members of the public and children using the building. We have a safeguarding policy (available on request), so if your hire involves filming/photographing children within The Place, we ask you to be able to produce the necessary consent forms upon request.
- 7.5 For most shoots a credit line acknowledging The Place as the location is sufficient, i.e.: 'Filmed/Photographed at The Place'. If the images will be broadcasted, we might be interested in using the images, videos or stills from such shoots in our communication activities.

8. HEALTH & SAFETY, BEST PRACTICE AND PUBLIC LIABILITY INSURANCE:

- 8.1 You are responsible for ensuring your event/session is run in line with current health & safety legislation and best practice guidelines. A risk assessment should be carried out and be available for The Place staff in advance and on the day. The Place takes no responsibility for the content or health & safety of events/classes run by external hirers.
- 8.2 A first aid kit and accident book are kept at Reception. Should a participant in your session sustain an injury, Duty managers and Reception staff are first aid trained.
- 8.3 If you require further medical assistance, our Reception staff can assist you. We ask that you inform Reception if you have called for emergency services. Please note, our staff will not be able to accompany injured participants off-site.
- 8.4 **All hirers must tell us in advance if they are expecting any wheelchair users.** The Place is fully accessible and we have a lift on each side of the building.
- 8.5 All hirers must make themselves familiar with the fire evacuation procedures and must make sure participants are briefed on course of action in case of fire.
- 8.6 The Place's insurance will only cover defects with the building. **We are not liable for and cannot cover loss of your personal property.** Studios can be locked if you leave the space during your booking. Please ask reception for more information.
- 8.7 **Hirers need to have their own insurance** to cover any situation involving loss or injury to a member of the public as a result of their own activities.
- 8.8 If a session involves participants who are under the age of 18 or considered as vulnerable adults the hirer is responsible for ensuring that the relevant DBS checks have been obtained and can be produced on request.

8.9 Hirers must not exceed the recommended studio/room maximum capacity.

9. LOCATION AND BUILDING FACILITIES:

9.1 The Place is located in a complex of buildings between Flaxman Terrace and Duke's Road, just off Euston Road in Central London. **All external hirers are asked to arrive and sign in at the Reception at the Flaxman Terrace entrance.** More information can be found on <http://www.theplace.org.uk/findus>

9.2 There are toilets throughout the building; these are clearly signposted around the building.

9.3 Changing facilities are available on site; these are accessible via codes which are available at Reception on request.

9.4 There are induction loops available throughout the building and in a selection of studios. Please contact the space bookings team for more information.

10. MARKETING AND PUBLICITY GUIDELINES:

10.1 External hirers are only allowed to mention The Place in advertising as the venue where the activity is taking place and must not use the words "The Place" in the title of their event. Location must be listed as "The Place" with no other suffixes.

10.2 All participants must be directed to the entrance on 16 Flaxman Terrace, WC1H 9AT. The Place website has directions, travel information and a map which can be used on advertising material: <http://www.theplace.org.uk/findus>.

10.3 The Place logo must not be used in connection with any external hires unless the performance or workshop has been directly commissioned by The Place. External hirers are not allowed to post information about their events on The Place's social media pages.

10.4 We do not allow displaying posters or flyers for external activity in our building. You can submit your event to our online listings page JUICE <https://www.theplace.org.uk/juice>.

11. PRICING AND SPECIFICS:

11.1 Rates are calculated by the hour (one hour minimum hire, after which fractions of 15 minutes are permitted).

11.2 Concession rates apply to not-for-profit organisations or independent artists/teachers.

11.3 VAT is charged on all bookings, currently at 20%.

11.4 As a charity ourselves, unfortunately we are not able to offer discounts for other charities.

| STUDIO | DIMENSIONS | FLOORING | FEATURES |
|--------|---|--|--|
| 1 | 16m x 11m (176 m ²) Height: 3.886m | Fully sprung floor Black Harlequin Linoleum (soft dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet barres on 2 walls Moveable ballet barres Blackout curtains Induction loops |
| 2 | 12.4m x 11.8m (146.32 m ²) Height: 3.886m | Fully sprung floor Wooden floor (socks/barefoot only) | Mirror Piano AV System + Plasma screen Projector Ballet barre on 1 wall Blackout blinds Induction loops |
| 3 | 13m x 11m (143 m ²) Height: 3.353m | Fully sprung floor Gray Harlequin Linoleum (soft dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet barres on 3 walls Moveable ballet barres Blackout curtains |
| 4 | 12m x 11m (132 m ²) Height: 3.353m | Fully sprung floor Gray Harlequin Linoleum (soft dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet barres on 3 walls Moveable ballet barres |
| 5 | 13m x 11m (143 m ²) Height: 3.353m | Fully sprung floor Wooden floor (socks/barefoot only) | Mirror Piano AV System + Plasma screen Ballet barres on 3 walls |
| 6 | 12m x 11m (132 m ²) Height: 3.353m | Fully sprung floor Gray Harlequin Linoleum (soft dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet barres on 3 walls Moveable ballet barres Induction loops |
| 7 | 14.3m x 7.6m (108.68 m ²) Height: 2.845m | Fully sprung floor Gray Harlequin Linoleum (all dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet barres on 3 walls Moveable ballet barres |

| STUDIO | DIMENSIONS | FLOORING | FEATURES |
|----------|--|--|---|
| 8 | 18m x 9m (162 m ²) Height: 3.861m | Fully sprung floor Gray Harlequin Linoleum (soft dance shoes allowed) | Mirror Piano AV System + Plasma screen Ballet bars on 3 walls Moveable ballet bars Induction loops |
| 9 | 10.8m x 9m (97.2 m ²) Height: 3.353m | Fully sprung floor Wooden floor (socks/barefoot only) | Mirror AV System + Plasma screen Ballet barre on 1 wall |
| 10 | 10.8m x 9m (97.2 m ²) Height: 3.353m | Fully sprung floor Black Harlequin Linoleum (soft dance shoes allowed) | No mirror AV System + Plasma screen Ballet barre on 1 wall |
| Founders | 15m x 5m (75 m ²) Height: 2.845m | Fully sprung floor Wooden floor (all dance shoes allowed) | Mirror AV System + Moveable plasma screen Moveable tables and chairs Induction loops Blackout curtain |

| ROOM | DIMENSIONS | FLOORING | FEATURES |
|------------------------------|--|--------------------------------------|--|
| Lecture room | 6.8m x 5.9m (40.12 m ²) | Carpet (all shoes allowed) | Moveable tables and chairs AV System Plasma screen |
| Duke's Road Meeting room | 6m x 3.2m (19.2 m ²) | Carpet (all shoes allowed) | Boardroom table and chairs AV System Plasma screen Teleconference phone Whiteboard/flipchart |
| Flaxman Terrace Meeting room | 5m x 4m (20m ²) | Carpet (all shoes allowed) | Boardroom table and chairs Teleconference phone (Plasma screen and flipchart on request) |

FIRE AND EVACUATION PROCEDURE

Please adopt the following evacuation procedures. It is important that you keep an updated list of participants in your group and inform them about the nearest exit and assembly point.

If you discover a fire

- Activate the nearest fire alarm call point and leave the building immediately
- Use the nearest escape route, marked by green emergency signage
- If possible, inform The Place staff of the location and nature of the fire
- Proceed to the assembly point opposite Mabel's pub, on the corner of Flaxman Terrace and Mabeldon Place. Do not loiter outside any exit and do not stand in the road

If the alarm sounds

- Evacuate the space, closing the door behind you
- Use the nearest escape route, marked by green emergency signage
- Proceed to the assembly point opposite Mabel's pub, on the corner of Flaxman Terrace and Mabeldon Place. Do not loiter outside any exit and do not stand in the road
- Report to The Place staff that your area is clear and that all participants have safely evacuated the building

If you discover a suspect package

- Contact The Place staff and inform them of the location of the package
- Await further instructions

YOUR EXITS ARE:

Flaxman Terrace side (for all studios except Founders studio, and for Lecture room and Flaxman Terrace Meeting room):

Flaxman Terrace main Reception entrance

If it's not safe to use the main entrance, please proceed towards the rear fire exit to Premier Inn car park, then walk the perimeter of the building to the assembly point opposite Mabel's pub

Duke's Road Side (for Founders studio, Lecture room and Duke's Road Meeting room)

Duke's Road box office entrance

If it's not safe to use the box office entrance, please proceed towards the Theatre fire escape (access through the door in the corner of Founders studio) which leads to Premier Inn car park, then walk the perimeter of the building to the assembly point opposite Mabel's pub

IMPORTANT POINTS

Close all doors behind you

Do not run

Do not use lifts

Do not stop to collect personal belongings

Do not re-enter the building unless clearance is given by the Fire Brigade / The Place Security