

STUDIO HIRE AGREEMENT TERMS AND CONDITIONS

Thank you for hiring a studio at the Actors Centre. Please read these Terms & Conditions carefully. Failure to adhere to them may result in your booking being cancelled without notice or refund.

Studio Use

- We will provide the studio in a tidy condition, ready for you to use. Please leave it in a similar state at the end of your booking, with all rubbish cleared away and chairs stacked.
- Please leave your studio promptly at the end of your booking as other people may be waiting to use it. Any overrun on a booking may be charged at the full hourly rate.
- Please do not film in the studio unless you have previously agreed this with us.
- We respectfully ask that you do not bring food and drink purchased elsewhere into the building. Our Green Room Café & Bar serves fresh, healthy, affordable food and drink. Please make sure that all other members of your party are aware of this.
- Glass and chinaware are not permitted in the studios. Drinks may be brought into studios in plastic or polystyrene cups. Food is not permitted in the studios at any time.
- Please do not move any furniture in or out of studios without speaking to the Operations Manager. Additional furniture can be arranged with prior notice.
- Please do not use nails, drawing pins, screws, tacks, adhesive tape, adhesive pads, glue or blu-tack on walls, floors or ceilings.
- This hire is for private use only, so you are not allowed to hold performances with paying audiences.
- Please do not place liquids on top of or near any of the pianos.

Electrical Equipment

- If you would like to use any of our equipment, please let us know in advance. Our equipment includes TV, DVD player, CD player, HI-FI Sound System (in the John Curry), extension leads, stage lighting, computer cabling and microphones.
- Please treat all equipment with respect and only use it for the purpose for which it is designed.

Payment

- Payment should be made on confirmation of the booking or within three days if the date booked is further than three days in the future.
- It may be made by bank transfer, cash in person, or with a credit/debit card in person or over the phone. Please note we cannot accept American Express and we do not accept cheques.

Cancellations

- If you reschedule a booking within 48 hours of the booking date, this will be classed a cancellation - you will not receive a refund and the full fee will need to be paid to confirm your rescheduled booking.
- Any cancellations made within 48 hours of the booking date will not receive a refund.

Health and Safety

- Please sign in at reception on arrival and out on your departure and ensure all other members of your party do the same.
- Please familiarise yourself with the fire exits and ensure all members of your party are also familiar with them.
- Please be sure that you have booked a large enough studio for your needs and do not exceed the official capacity of the space. If you're not sure about this, please talk to the Operations Manager.
- Smoking is not permitted in any studio.
- If you are planning on using smoke or fog in the studio, please notify the Operations Manager in advance.
- Please keep all your personal belongings in the studio you have hired.
- During the period of your hire you are responsible for any loss of or damage to both your own possessions and items within the studio you have hired.