

Terms and conditions

The following terms and conditions apply for bookings made under Artsadmin's last minute studio hire offer.

General

- Spaces are suitable for small-scale rehearsals and development of work, meetings and workshops for up to 8 people.
- We reserve the right to monitor who is using the space and what for, and will cancel and refund bookings that contravene these terms and conditions.
- The booker must be at least 18 years of age to enter into this contractual agreement.

Use of the space

- Access to the space is only permitted in the booked time.
- Sub-letting and commercial activities are prohibited. By 'commercial' we mean any activity for which you charge.
- Parties are not permitted.
- The space cannot be used for any unlawful purpose, or activity which will endanger the booker or other users of the building.
- Under the terms of our lease, political meetings of any kind are prohibited.
- Artsadmin reserves the right to charge the booker for damage to the space caused by them, and for cleaning and waste disposal if the space is left in an unacceptable state.
- Toynbee Studios is a working building without sound-proofing; please be respectful of other users by keeping noise to a minimum and being understanding of noise-bleed from other spaces. The space is therefore not suitable for amplified band rehearsals, or for recording sessions.

Terms and conditions continue on the next page...



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Health and safety

- The booker is responsible for ensuring everyone in their team signs in and out of the building, including if they leave and come back.
- The booker accepts full liability for the health and safety of their activity and equipment, including an appropriate approach to risk assessment, first aid provision and safeguarding.
- Artsadmin is responsible for providing a safe and secure environment in general which includes the provision of some first aid kits, available at the welcome desk.
- The booker must inform Artsadmin in advance of their arrival if there will be anyone attending who will require additional support in the event of an evacuation.
- Children are not permitted to be in the space as part of your hire.
- Consumption of alcohol, smoking and vaping are strictly prohibited.

Equipment

- Studios are provided without equipment and with minimal tables and chairs.
- Any additional equipment the booker requires must be provided by them; they must be able to transport it to the Studio unaided; any electrical equipment must have a recent PAT certificate.
- Nothing can be stored for bookers at Toynbee Studios.
- Artsadmin cannot accept responsibility for damage to, loss or theft of the booker's property and effects.

Cancellation

- In the event of any force majeure event which means Artsadmin has to cancel the booking, the booker shall be refunded in full; Artsadmin has no obligation to reschedule the booking or find alternative space.
- In the event of the booker needing to cancel for any reason, they should inform Artsadmin at the earliest opportunity by cancelling through the booking app. Cancellations up to 48 hours in advance will be refunded.