



Registered Charity Number: 1183251

Community Hub Studio Hire

Terms and Conditions

Payments

- 50% of your fee must be paid within one week of your invoice to confirm the booking.
- The balance must be paid 30 days before your booking.
- If your booking is less than 30 days away then the full fee is payable straight away.
- Your booking will not be secured until the fee has been paid in full.
- If 30 days prior to your booking no payment has been made, a member of HMT will try to contact you about payment. However, this is not guaranteed and full payment to secure your place is solely your responsibility.
- If your booking is cancelled 30 days or more before your event then your deposit is forfeited. If cancellation is less than 30 days before your event then the full fee is forfeited.

General

- Bookings acknowledge that there may be noise from other rehearsals taking place in the studios, and noise from communal corridors. HMT commit to doing our best to providing a quiet, workable atmosphere. However, we cannot guarantee there will not be noise filtering in from other rooms or our neighbours.
- HMT agrees that each room will be clean, tidy and fit for use. Bookings will have access to clean bathroom facilities (including toilet paper, soap) and a shared kitchen area.
- Bookings agree to leave spaces exactly as they were found, with chairs placed neatly, all rubbish in bins and all personal items removed. Any damage to rooms or HMT property whilst rooms are in your charge, are the responsibility of that particular booking and by making your booking, you agree to pay for any damage and charges at HMT's discretion.
- Car can be parked in Hope Mill Theatre's Car Park if space allows. HMT cannot accept liability for any parking issues. There is plenty of street parking on Pollard Street, but please always check parking signs.
- Bookings may need to collect the keys the day before from Hope Mill Theatre. However, in most cases bookings will be provided with the key safe number for access.
- In case of fire, please leave by the nearest exit, leaving all belongings. The lead booker, or an appointed other, is responsible for taking a register of all people in their party.
- HMT cannot accept liability for lost or damaged belongings.

- For hires longer than one hour we need a copy of your risk assessment
- If your event includes working with children, we will need a copy of your child protection policy and DBS numbers
- All hires must send us a copy of your COVID risk assessment
- Hires can request a copy of the HMT fire safety policy, health and safety policy, child protection policy and other relevant policies.