



CHISENHALE DANCE SPACE (CDS) – EXTERNAL HIRER AGREEMENT

BASIC DETAILS

Hirer			
Production Name (if applicable)			
Registered Charity no. (if applicable)			
Description of Hire Please detail whether your event is a rehearsal, workshop or performance.			
Booking	Studio*	Date(s)/Time(s)	Hire Fee (£) +VAT
Total Hire Fee (£) + VAT			

* Hire of the one studio does not include any other rooms i.e. if you require a separate room for an office space, costume fitting, storage etc. they need to be booked in advance and cannot be used at will. If you require additional spaces there may well be additional charges. Shared spaces such as corridors and the communal lounge are not rehearsal spaces and should not be treated as such.

To be completed by the hirer

INVOICE DETAILS

Name	
Company name	
Address & Postcode	
Telephone	
Email	

PAYMENT PLAN*

Payment plans are offered at the discretion of Chisenhale Dance Space's General Manager and only applicable to weekly bookings made over a long period of time.

Due Date	Amount
Total Balance	

*See Terms and Conditions for Booking and Cancellation policies.

To be completed by the hirer

ON SITE CONTACT

Name	
Position	
Number	
Email	

ROOM REQUIREMENTS

	Quantity
Chairs	
Tables	
Other Room Requirements:	

TECHNICAL SUPPORT

CDS supplies use of a standard PA system including AUX lead for all hirers. If you require anything additional including use of CDS's technical equipment or support including blackout this is an additional cost and we require you to book space at least two weeks in advance. Availability of technicians for your hire cannot be guaranteed.

Technician Support required	
Dates/Times for Technician Support	

Other Requirements:

FURTHER INFORMATION

Total Attendees (inc. Cast & Crew)	
Any access requirements: We regret that CDS is accessible by stairs only, on the second floor of our building	
Please list any equipment, props, set, instruments, costumes plus any other items you will bring into the studio:	
Any storage requirements	

TERMS AND CONDITIONS

By hiring our studios, you agree to the following terms and conditions and space hire protocols. Please ensure you read and understand them prior to booking. If you have any questions, please get in contact via email at spacehire@chisenhaledancespace.co.uk

BOOKING AND CANCELLATION POLICY FOR SPACE HIRE BOOKINGS

- A 'Regular Booking' is defined as any booking that is under 48 hrs in length. We require full payment straight away to confirm your booking. This does not require a Hirers Agreement.
- A 'Large Hire' is defined as any booking that is over 48hrs in length in a short period of time.
- A 'Recurring Booking' is defined as a regular hire that takes places over a long period of time/term e.g weekly classes or workshops
- For a 'Large Hire' or 'Recurring Booking' we require a 20% deposit to secure your booking and the completion of a Hirers Agreement. This deposit is non-refundable but is transferable. We require full payment for your reservation 6 weeks prior to the date of your booking.
- If you book less than 48 hours of space across multiple days, it will be processed as multiple 'Regular Bookings', and full payment is due at the time of booking. It is up to the General Manager's discretion whether a payment plan can be offered. This will only apply if the booking takes place weekly over a long period of time.
- Once your booking is confirmed it is subject to our cancellation policy. For more information on this, please see our cancellation policy below.
- We reserve the right to refuse access to the space if payment has not been made in advance.
- We are unable to hold or pencil bookings.
- You may only access the studio you have booked during your agreed booking times. This includes all set-up and pack-away time. If the hire exceeds the booked times, the hirer will be charged the pro-rata hourly rate to the nearest 15 minutes.
- There is a minimum booking time of 4 hours Monday to Friday, 09:00-18:00 and a minimum booking time of 2 hours, Monday to Friday 18:00-21:00 and on weekends. Space is hired in one-hour increments.
- If you require storage or any technical support this must be agreed via email at least two weeks in advance of your booking date and may incur additional cost.

- Please ensure that you leave the space clean and tidy, closing all windows and turning off all electrical appliances. If additional cleaning is required, or if there is any damage to the studios this may incur additional cost.
- A building access code for timed entry to the building will be sent to you at least two working days prior to your booking time. This code is specific to your booking and is active from 15 minutes before your hire time until 15 minutes after your hire time. If you have booked multiple dates you will receive a different code for each date. Please circulate this code to all those attending the studios with you.

CANCELLATION POLICY

We understand that last minute changes may need to happen, and we will do our utmost to consider any extenuating circumstances. However, because of the small scale of our operations and charity status, we cannot guarantee this on every occasion.

If The Client wants to cancel prior to the first date of the hire period, the following charges will be made:

- 4 weeks or more notice from the first date of the hire period - 80% to be refunded
- Between 4 - 2 weeks from the first date of the hire period - 50% to be refunded
- Less than 2 weeks from the first date of the hire period - No refunds possible or amendments to your booking.

All cancellations must be recorded in writing; if you call to cancel you should also send email confirmation of cancellation to spacehire@chisenhaledancespace.co.uk.

CDS is not able to offer any refunds outside of these terms unless the building is forced to close. CDS will endeavour not to cancel bookings once they are confirmed and paid for by the hirer. However, in the event the space hired becomes unusable as a result of any mechanical breakdown, fire, flooding, explosion, strike or act, Chisenhale Dance Space retains the right to cancel confirmed bookings. Chisenhale Dance Space will endeavour to give as much notice as possible of such cancellations, and will refund in full all monies paid to date.

If you have extenuating circumstances, please email us at spacehire@chisenhaledancespace.co.uk to discuss further.

FINANCIAL

- Prices are inclusive of VAT
- All hirers will be charged the standard rate and discounts are applied at the discretion of Chisenhale Dance Space.

STUDIO HIRE CAPACITIES

Studio	Capacity
Performance Studio	25
Research Studio	12

ON THE DAY OF YOUR BOOKING

- No shoes may be worn in the dance studios unless arranged in advance. Additional charges will be applied to clean or repair the floor if it is found to be left in an unsuitable condition by the hirer.
- Only drinks in bottles can be taken into the dance studios, no other food or drink should be consumed in these spaces. Hirers may consume food and drink in the communal lounge area or the kitchen.
- Free Wi-Fi is available throughout the building; please see signage or ask at reception for the login details.
- Any accident, incident, or near miss, however minor, should be reported to reception immediately or by calling CDS’s emergency number on **020 8191 0305**. We ask that all visitors take reasonable care of their own health and safety and the welfare of others when using the studios. If you or a collaborator suffer an injury or

are taken ill at CDS, please give them immediate attention and call 999 in serious cases. A First Aid kit is available in each studio.

- In the event of a fire, the hirer must fully comply with the below Fire Emergency Plan:
 - **Fire Escapes:** The fire exits consist of the main staircase entry and the external fire escape from CDS's Performance studio. These exits must be kept clear at all times, please do not obstruct them.
 - **On discovery of a fire:** Activate the alarm, ring 999, leave the building by the nearest available exit route and proceed to the assembly point across the road at school gates on Chisenhale Road. Do not attempt to extinguish the fire.
 - **On hearing the fire alarm:** Leave the building by the nearest available exit route and proceed to the assembly point across the road at the school gates on Chisenhale Road.
 - The hirer is responsible for the safe evacuation of their group, and should direct the group to the assembly point across the road at the school gates on Chisenhale Road.
- If there is a Gas Emergency, please alert a member of CDS staff or if unavailable call National Grid immediately on 0800 111 999 if you smell/suspect a gas leak or the carbon monoxide alarms are beeping.

EQUAL OPPORTUNITIES

- Chisenhale Dance Space proudly operates an inclusive environment, in line with our Equal Opportunities Policy; hirers should not use language or behaviour which could be construed as discriminatory whilst on the premises.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

- In line with our Safeguarding Policy (available upon request), children under the age of 18 must be accompanied by a responsible adult at all times; when attending a class or rehearsal this may be the teacher or organiser.
- When space is booked for use with children under the age of 16 years, Chisenhale Dance Space requires a chaperone ratio of no less than one adult per 10 children. Outside of classes or rehearsals parents must accompany their children in all areas of the building. Any space hirer working with children or vulnerable adults must have a Safeguarding Policy in place in relation to this work, and must be provided to CDS prior to the event.
- Your safeguarding plans for the programme at CDS specifically should be clarified in your Risk Assessment, and should be signed off by the CDS's General Manager.

HEALTH AND SAFETY

- You are responsible for ensuring that no activity takes place that might endanger the general health and safety of any person present in the building. If you are involved in higher risk activities on the premises where injury or damage may be possible you must provide us with a Risk Assessment and appropriate liability insurance in advance.
- Any equipment you bring onto the premises is at your own risk and any loss or damage to your property is your responsibility. Please tell us in advance and ensure your equipment is fit for use and display a current PAT test label. If we see you using equipment without a PAT test label that we deem unsafe we can ask you to stop using it. If you refuse to stop using your equipment, the current booking and any future bookings you have with us, confirmed or otherwise may be subject to cancellation.

COVID-19 SAFETY PROTOCOLS

- We ask that you do not attend the studios if you feel unwell, have any symptoms or tested positive for COVID-19
- Arrive and Exit at my allotted time (maximum of 5 minutes early)
- Arrive with my group, if possible
- Only use the studio I have been assigned
- We ask that you work safely, with care and clear, prior consent from any of your collaborators', taking into account their personal situations and risk levels.

FILMING AND PHOTOGRAPHY

- Film or photographs taken should only be for personal use and should not be reproduced in any form, including digitally without permission. Please seek permission in advance for permission to film or photograph the studios for commercial purposes.
- Social media videos recorded during a rehearsal or workshop rate booking must:
 - be 60 seconds or less
 - be non-professional quality (no professional equipment, static shot only, medium-low res quality)
 - Credit Chisenhale Dance Space and tag @ChisenhaleDance on Facebook, Instagram or Twitter.
 - Youtube, Vimeo or similar platforms not allowed
- If you wish to record a video that does not fit the above criteria, please email spacehire@chisenhaledancespace.co.uk to make a filming or photography booking.

CONFIRMATION

By signing this agreement, I, the hirer, agree to the terms and conditions outlined

Digital Signature	
Date:	