

Boathouse Studios - Hire Terms and Conditions 4.4.2



Malthouse, 62-76, Abbey Road, Barking IG11 7BT

Studio Hire Terms and Conditions

1. ACCESS

- 1.1 The Company grants the Client access to the studios at the agreed dates and times.
- 1.2 Access via the first-floor Boathouse Studios entrance door.
- 1.3 Accessible entrance and lift at ground floor.
- 1.4 Parking - controlled 8am-6pm weekdays, fines issued for unauthorised vehicles. Free parking, 6pm weekdays and all weekend.
- 1.5 Clients will be given a unique car park barrier code 30 days before their event.

2. CLIENT RESPONSIBILITIES

Unless otherwise stated in writing, these Terms and Conditions apply to all services provided by the Boathouse Barking CIC. It is therefore deemed that by placing a booking these Terms and Conditions will apply.

2.1 Where a booking is made on behalf of a group or organisation, the person named in the booking contract as the authorised representative will be personally responsible under the contract on behalf of the hirer. The hirer agrees to be represented during the period of hire and to comply fully with this booking contract. The Client or the Client's representative will attend the premises throughout the event period.

2.2 Bookings will only be accepted on an hourly basis and for the minimum of two hours; parts of an hour will be charged as a full hour. Should a hirer over-run the period of hire, the Company reserves the right to charge an additional fee at the appropriate hourly rate.

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2.3 The Client is responsible for the behaviour of participants. Any participants found causing a nuisance or annoyance will be asked to leave the building. Children under the age of 16 must be strictly supervised at all times and are the responsibility of the parents/guardians and or agreed organiser. Children under ten must be accompanied at all times by an appointed responsible adult. Young people over 18 and under 21 must have at least 1 adult over 25 per 10 guests.

2.4 The Company makes no warranty as to suitability of the Studio for the Client's purpose and accepts no responsibility in respect of bodily injury, disease or death, loss or damage howsoever occurring, arising out of or in connection with the Client's use of the Studio.

2.5 The Client must ensure that all staff are DBS checked for work with young people.

2.6 As a safety measure the Client should familiarise themselves with the applicable COVID guidance for guests at the time of their booking.

2.7 The Client must ensure that participants use the hand sanitiser on entry to the building and at reasonable intervals during the sessions.

2.8 The Client is liable in respect of any damage caused to the Studio or any property belonging to the Company contained in it or belonging to it and any damage caused to the Property. (b) Any damage to or loss of works of art, goods, chattels, apparatus or appliances belonging to the Company, injury or death or disease of any person or persons.

2.9 The Company will provide the Client with tables, standard freshly laundered black table covers, chairs and bluetooth connected sound system.

2.10 In a 'Dry hire' the Client must ensure that they have built in sufficient time for set up of studios and clearing away of their equipment :- personal possessions, decor, soft play etc (Minimum one hour clear away time to be included for this purpose in the booking period).

2.11 The Client is responsible for providing and putting all rubbish in black bin bags and stacking these tidily in their booked studio.

2.12 Clients to inform guests of event finish time, allowing for the clear away hour. Suppliers must be asked to collect equipment (ie; bouncy castles) at the beginning of the allotted clear away time.

2.13 The Client is permitted to put up decor provided that any affixing only uses WHITE TACK which must be removed at the end of the booking.

2.14 STRICTLY no confetti, party poppers or streamers at any time.

2.15 Low height bouncy castles permitted. Maximum 11'x8'. Clients should assure themselves of the professional standards of their provider, including public liability insurance before booking them.

2.16 Supplier contact details and written evidence of the supplier's public liability insurance must be sent to the Company a minimum of 7 days before the event. The Company has no liability for any damage to goods or persons arriving from the client's

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hiring their own contractors. Commercial caterers must provide Health Hygiene certificates.

2.17 The galley kitchen is solely for the stacking and storing of food and must not be used for cooking or serving food. The fridge and microwave may be used by the client on request and agreement.

Caterers set up on the tables in studios and food is only permitted to be served from there only.

2.18 The hirer agrees not to exceed the maximum permitted number of people per studio, including the organisers, suppliers and performers:

Fishing Smack- max 75

Blue Anchor -max 75

Barge Aground - max 20

The Randells - max 50

2.19 The hirer shall not:

a. Use the premises for any purpose other than that described in the booking contract and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.

b. Do anything which may endanger life or the property of The Boathouse Barking CIC

c. Allow:

i. the consumption of alcohol without written permission.

ii. Illegal drugs to be brought onto the Boathouse Studio premises.

d. Undertake or allow entertainment of an adult nature on CCC's premises or performances involving danger to the public.

2.20 The Client will

a. Ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

b. Ensure, when using Boathouse Studios and facilities, that all guidelines, instructions and restrictions, given verbally or in writing, are followed.

c. Be responsible for the safety of all persons taking part in their activities when using the Studios and shall comply with the Boathouse CIC's "Fire and Safety Requirements". Where necessary, it is the hirer's responsibility to be covered by Public Liability insurance.

d. If preparing, serving or selling food comply with all the relevant food health and hygiene legislation and regulation.

e. Report all accidents involving injury to the public to the Duty Manager of Boathouse Studios as soon as possible and enter details of the incident in the accident book.

f. Ensure that in order to avoid violent or criminal behaviour and disturbing Boathouse Studios neighbours, care shall be taken to avoid excessive alcohol consumption.

2.21 Clients are requested to send contact details for any suppliers to the Company so they may be sent the suppliers guidelines.

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2.22 Clients are required to leave the premises quietly at the end of their event as this is a residential area. Guests are not permitted to stay in the car park once the event is finished.

3.The COMPANY'S RESPONSIBILITIES

3.1 Provide a clean and usable space.

3.2 Operate according to COVID-19 regulations.

3.3 Have a minimum of one staff member representative on site during the booking, apart from agreed exceptions for key holders.

3.4 Have shown the Client the fire exits and mustering points.

3.5 To give the Client the mobile number of the member of the Company's staff on call for any information of arising issues.

3.6 Company has Public Liability insurance in place

4. CANCELLATION POLICY • Initials required

If the Company is required to close the venue due to government restrictions, or for any other reason a full repayment will be made by the company to the client, minus 10% which will be retained by the company. Alternatively the client may rebook when permissible.

Cancellation by the Company - A full refund will be made including the non-refundable deposit.

Cancellation of the studio hire by the client must be submitted in writing.

Within 21 days 40% is refundable

Within 14 days of the booking is non-refundable

(Please note dry hire studio charges are non-refundable after the cancellation period. Other additional items which have been paid for by the client in advance are refundable subject to recovery from 3rd party suppliers by the Company)

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5. DAMAGE AND OVERTIME DEPOSIT

1. A refundable damage deposit of £250 is required as insurance against any breakage, spills, or other evidenced material damages to Boathouse Studios equipment, beyond reasonable wear and tear. The cost of replacement, cleaning or repair will be deducted from the damage deposit.

2. £100 per hour, or part therefore will be deducted from the damage deposit will be retained for any unbooked overtime. Any balance will be refunded.

The damage deposit will be invoiced separately from the hire invoice and will be refunded immediately in full to the card used to pay provided the above clauses are adhered to.

6. PAYMENT CONDITIONS

5.1. For bookings of more than thirty days before the event, a 10% non-refundable deposit secures the booking. Balance is payable 30 days before the event.

5.2 Bookings of 30 days or less, full payment is required to confirm the booking.

5.3 Failure to pay the balance when it becomes due renders the booking null and void.

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