

TERMS & CONDITIONS OF SPACE HIRE

GENERAL

YATI's main area of operation is weekly drama classes for 4 to 25-year-olds, with approximately 1000 of them passing through our doors each week after school and at weekends. As you can imagine, this makes it imperative that anyone else coming to use our facilities is aware of the security issues that comes with being in a busy building for young people like this.

1. There will be pre and post hire checks of the space(s). The space(s) must be left in a clean and tidy state at the end of the hire. You will be liable for any repairs or cleaning costs necessary to return the space to its original condition, i.e., when the hire commenced.
2. Only trained individuals can use the theatre equipment. CVs of external technicians must be provided prior to hire.
3. Fire exits must always remain clear and accessible.

ARRIVAL, ENTERING & EXITING THE BUILDING

4. Doors are not to be left open/ajar at any point, unless manned by a company representative and with prior permission of YATI.
5. On arrival please check in with the office – entrance buzzer system is via the door on the right as you face the building.
6. Please supply us with a list of all people who will be using the space with you. Only people on the list will be able to enter.
7. You are responsible for your own front of house/reception. On the day you will be given clear instructions on how to enter and exit the building for you and your guests.

USING THE SPACE

8. If you are putting on a production your space hire time must include your 'Get-In' and 'Get-Out'.
9. Please restrict movement to between the space you are hiring and guest toilet facilities. Guest toilets will be clearly signed.
10. Please respect our neighbours and other users by keeping noise/movement to an acceptable level, ensuring doors are closed.
11. Use of sound/instruments/amplifying equipment must be discussed in advance of hire. Only PAT tested items may be used.
12. Please ensure that you leave the space tidy. All rubbish must be bagged and placed in the bin outside (on the right when facing the building). You will be liable for any repairs or cleaning costs as stated in clause 1.
13. You must ensure any technical equipment is returned to us in its original state.
15. The consumption of alcohol is strictly prohibited (unless use of the bar facilities has been negotiated as part of the hire deal).

16. Unauthorised overtime in the space will be charged at X2 the hourly rate agreed. Please make us aware of any time changes as soon as possible, and we will do our best to accommodate.

17. You are responsible for any damage to the spaces hired (and equipment if applicable) and will be subject to repair/replacement charges.

CHECK-IN:

Hire Name:

Date:

Hire Signature:

YATI Caretaker Name:

Date:

YATI Caretaker Signature:

CHECK-OUT:

Hire Name:

Date:

Hire Signature:

YATI Caretaker Name:

Date:

YATI Caretaker Signature: