

# Giles Foreman Centre for Acting

A LEADING PROFESSIONAL ACTING STUDIO IN THE HEART OF LONDON



## ROOM-HIRE AGREEMENT

Room-hire is subject to the general management of **STUDIO SOHO / GILES FOREMAN CENTRE FOR ACTING**.

- **Room-hire** includes use of the booked studio and visitors toilet, and access via main entrance, main corridor and reception.
- **Occupation of any area outside of the booked studio is not included** unless specifically agreed. This includes corridor, reception, kitchen, changing room, or any other area inside the building. The Mews is not covered by the booking, and is not available for hire or parking.
- **Other facilities** are only available by agreement including use of whiteboard, audiovisual equipment, specialist lighting, use of piano, photocopying, use of props, kitchen and changing room facilities.
- Use of studio staff to manage auditions etc is not included.
- [All of the above may be provided if available, subject to extra hire fees].
- The hire period includes a minimum 5 minute get-in at the start & similar get-out at the end of the booking.
- Hire fees become due in advance of the booking, and must be settled in a timely fashion, or bookings may be curtailed.
- A hire-booking may also be curtailed if, in the opinion of the GILES FOREMAN CENTRE FOR ACTING, the intended use is incompatible with the core mission, public profile or reputation of the Centre.

### Hirers are provided with:

- Seating and tables as agreed at the time of booking, up to a maximum of 50 in Studio 1, 40 in Studio 2.
- A carafe of water and 4 glasses [we cannot offer refreshment facilities for visitors brought in by hirers].
- An explanation of how to operate the air-management system, and Health & Safety / Emergency exit procedures. Air-conditioning controls should NOT be moved from 20 degrees when in use.

### Hirers agree to:

- **Adhere to studio security practices** regarding issuing of door keypad codes, keeping outside doors securely closed, and signing in visitors, to ensure the security of the premises.
- **Supervise members of their groups** to ensure that the studio structure and fitments are not abused.
- **Not allow excessive noise in the public spaces**, to the detriment of other users.
- **Not leave personal valuables or property unsupervised**, as we cannot be responsible for their loss.
- **Not affix any adhesive materials** to floor, walls or ceiling without express permission of studio staff.
- **Not move any large items of furniture without express permission and supervision** by studio staff.
- **Not bring large items of furniture or similar into the premises** without express permission and supervision by studio staff.
- **Not use loose items** such as leaves, powders, feathers etc in the studios.
- **Not hang weighty items from the studio structures and fitments.**
- **Remove any non-studio items at the end of the booking** that fall outside normal household waste / recycling.
- **Re-imburse the studio** for the repair or replacement of any structure, fitment or surface where loss or damage has demonstrably been caused by their action or failure to supervise others' actions.

revised 11/3/2015

Authorised signatory for and on behalf of hirer .....

[PRINT NAME] ..... FOR HIRER:..... DATE .... /..... / 201....