

Blue Light Studio

Conditions of Hire

1. Application for Hire

- 1.1 All bookings must be made through the Booking Officer (who will estimate the total cost of the hiring) and will only be confirmed upon receipt of a £50.00 deposit per booking day. Any increase in hire charge prior to the event date will result in an increased charge. The Hirer or person nominated in writing by the Hirer must be 18 years or over. The Hirer will remain on the premises throughout the booking period and will be responsible for ensuring that the premises are vacated at the end of the hiring. Failure to vacate the building at the end of the hiring may result in all or part of the deposit being retained.
- 1.2 The Hirer will be required to pay the hire charges in full not less than 14 days before the session takes place. Failure to do so may result in the booking being cancelled. The total deposit of £50 per booking day will be refunded after the session has taken place. **Should damage to any equipment or the fabric of the building occur the hirer or person nominated will be fully liable for repair or replacement costs incurred over and above any deposit held.**

I have read and agree to abide by the conditions set out in paragraph 1.2

Signed..... Date.....

Cheques to be made payable to Queensbury School.

2. Consumption of Food and Drink

- 2.1 Hirers must not consume food or drink within the confines of the studio at any time.

3. Cancellations

- 3.1 Blue Light Studio reserves the right at any time before the commencement of a session to cancel it, in which case they will refund any fee already paid to the Hirer but will not be liable for the payment of any compensation to the Hirer or any other person. If the Hirer wishes to cancel a session the following will apply:
- 3.2 Length of advance written notice of cancellation:
- | | | |
|-------|------------------------------------|--|
| 3.2.1 | More than 1 month | Deposit returnable. |
| 3.2.2 | Between 14 days & 1 calendar month | Deposit forfeited unless the studio can be re-let. |
| 3.2.3 | Less than 14 days | Deposit returnable. Fee is forfeited unless the studio can be re-let, in which case refunds will only apply to those periods for which an alternative session has been secured. |

4. Termination of Booking

- 4.1 Blue Light Studio can terminate any session during the course of that booking if the conditions of hire are not being complied with and the Hirer will not then have the right to reclaim any part of the fee.

5. Numbers

- 5.1 The Hirer must limit the numbers in attendance to those agreed in advance.

6. Behaviour

- 6.1 The Hirer must take all necessary steps to prevent any kind of disorderly behaviour on the premises. In the event of intervention being necessary, the engineer, the Police and any personnel on the premises have the right to enter and the right to take such steps as are necessary to restore peace and good order. They also have the right to refuse entry to the premises to anyone if they feel it to be necessary.

7. Children

- 7.1 Unless specifically involved in the recording session no children (under 18 years) will be permitted on site.

8. Unauthorised Use

- 8.1 No part of the premises may be used for a purpose other than that for which it is hired and the Hirer must not sub-let any part of that area to any other person.

9. Copyright Work

- 9.1 It will be presumed that the recording / performance of any copyright material is done with the full knowledge and cooperation of the license holder. It is the responsibility of the Hirer to ensure that there is no infringement of any copyright and the Hirer will indemnify Blue Light Studios against all costs resulting from any infringement.

10. Decorations

- 10.1 The hirer should refrain from using adhesive to stick materials to the walls; where unavoidable only Blue Tack should be used. Should cleaning or repair to the walls be necessary, charges will be made to cover the cost.

11. Fire Risk

- 11.1 In the event of the Hirer permitting any action deemed by the engineer to be a fire risk this may be stopped or items considered to be a fire risk removed.
- 11.2. The studio and surrounding site is a non-smoking area; in addition the use of candles and naked flames is forbidden.

12. Insurance

12.1 Management holds Hirers' Liability insurance – details of cover are available.

13. Noise

13.1 We do not wish to be a nuisance to our neighbours. Therefore, we ask those who use our premises to avoid disturbance when entering and leaving the premises.

14. Electrical Safety

14.1 All equipment used must have been tested for safety within the last twelve months. The engineer reserves the right to refuse to allow any equipment he considers unsafe to be used on the premises.

15. Confirmation of Booking

15.1 The completed signed Conditions of Hire document must be returned with the Booking Form and deposit. Your booking cannot be confirmed without this documentation.

I have read and agree to abide by the conditions of hire set out in this document

Signed.....

Date.....