

STUDIO8 FELIXSTOWE LIMITED

ROOM AND SPACE HIRE TERMS AND CONDITIONS

- All hirers are responsible for ensuring:
 - their session (including entry and exit) is run in line with current health and safety legislation and best practice guidelines, INCLUDING FOR COVID-19 MEASURES – **Studio8 takes no responsibility for the content or health and safety (including COVID-19 measures) of sessions run by hirers;**
 - the hirer is solely responsible for ensuring:
 - the entry and exit of all their session participants and all persons connected with them from the Studio8 premises and building; and
 - that all such persons properly comply with these terms and conditions.
- Without limiting the generality of the above, COVID-19 measures that hirers (not Studio8) are responsible for ensuring that they, their session participants and all persons connected with them comply with include:
 - Hand washing / sanitising;
 - Wiping down all surfaces touched with cleaning wipes (to be provided by the hirers) and their own equipment;
 - Managing contact – including informing session participants of guidance prior to and at point of arrival (including website / Facebook / booking system / entrance);
 - Managing capacity / overcrowding / social distancing;
 - Managing ventilation;
 - No symptoms of COVID-19;
 - Keeping their own / QR track and trace system;
 - Session participants to wait outside the building until 5 minutes before their session / class (if that is current Government guidance);
 - Masks / face coverings to be worn in the communal areas of the building (if that is current Government guidance); and
 - Session participants to: (i) keep to a minimum what they bring along to a session / class; and (ii) take all such belongings inside the hired room/space (and not leave any items in the communal areas).
- Payment in advance is required of all new and non-regular hirers of the rooms/space. New and non-regular hirers are to pay at – or within two working days of – the time of booking, otherwise the booking will be cancelled.
- **There is a 50% cancellation fee for bookings cancelled less than a month in advance.**
- Regular bookings will be invoiced monthly (normally at end of calendar month). All invoices must be paid within 7 days – otherwise hirers risk cancellation of further bookings.
- Noise levels in the hired room/space and all other areas must be kept to a reasonable level. All users (and any connected person) are to properly consider other users, tenants and local residents when using the hired room/space and related areas.
- The back doors must NOT be opened SAVE in the case of fire evacuation.
- Should hirers require any other equipment or space (eg use of kitchen or chairs and tables in the hired room/space or the use of seating area outside the hired room/space for refreshments etc before or after their hired time slot) this must be agreed at the time of booking.
- Hirers must keep to their allotted time slots and their allocated space. Those who persistently fail to do so may not be allowed to make future bookings. The hired room/space – and all related areas – must be vacated by 10pm.
- Studio8 reserves the right to change or cancel hired room/space times – where possible hirers will be given one month's notice.
- No food or drink may be taken into the hired room/space except bottled water.
- If you wish to film in the hired room/space this must be agreed at the time of booking – and special additional terms and conditions may apply.
- Music – you are solely responsible for ensuring that you have all and any necessary licensing (eg PRS licence etc) to play any music etc in the hired room/space. Studio8 has no PRS or other music playing licence.
- All hirers must make themselves familiar with the fire evacuation procedures (below) and appoint an appropriate hirer representative to be the fire marshal for the Studio8 premises at all relevant times,

including to make sure all participants – and any people linked to them in the waiting / seating area etc – are briefed on course of action in case of fire.

- Hirers are not to exceed the recommended maximum capacity for the relevant hired room/space.
- Individual changing and shower cubicle facilities are available on site – no more than one person is allowed in any such cubicle at the same time.
- If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring the relevant CRB checks have been obtained and for their fire evacuation.
- Fire extinguishers available include:
 - the front corridor – top of the stairs; and
 - outside the kitchen – in the seating area.

Accident book is kept in the kitchen.

- Marketing and publicity guidelines:
 - The Studio8 logo may not be used in connection with any hire.
 - No images of Studio8 may be used without the written approval of Studio8 and must be fully credited.
 - The Studio8 website has directions, travel information and a map. Any queries should be directed to Jo Henry on 07950 442964 or info@studio8felixstowe.co.uk.
 - We have a notice board and space for leaflets available for hirers' publicity material and adverts approved by Studio8. Please contact Jo Henry on 07497 366922 or info@studio8felixstowe.co.uk for approval.
 - Up to 4 spaces are available for regular hirers of the studio to add their logos by the Studio8 pillar/entrance. Please contact Jo Henry on 07497 366922 or info@studio8felixstowe.co.uk if interested. (Cost of adding hirer's logo (in form approved by Studio8) to fit with its "Home of" signs on pillar is solely at hirer's cost.)
 - No bicycles to be brought into any part of the Studio8 building.
 - Prams / scooters not to block fire exits or restrict corridors.

FIRE ACTION PROCEDURES

IF YOU DISCOVER A FIRE:

- (a) **Sound the alarm.**
- (b) **Dial 999 to call the Fire Brigade.**
- (c) **Leave the building by the nearest available exit (as detailed below).**
- (d) **Go straight to the assembly point: outside Bent Hill Post Office (as detailed below).**
- (e) **Do not return to the building until authorised to do so.**
- (f) **Do not take any risks.**

IF YOU HEAR THE FIRE ALARM:

- (d) **Leave the building by the nearest available exit:**
 - (i) **through the back of the toilets and showers corridor fire exit;**
 - OR**
 - (ii) **through the front door back on to the High Street entrance/exit;**
 - OR**
 - (iii) **through the back of the gym back door fire exit (in which case the emergency release buttons will need to be pressed on both the maglock entrance door of the gym and the back door of the gym).**
- (e) **Close all doors behind you.**
- (f) **Go straight to the assembly point: outside Bent Hill Post Office (which is at 1 Wolsey Gardens (and around the corner from the bottom of the high street, before you cross over the road to go down Bent Hill, down to the sea front)).**