

# Space Hub Hire Terms and Conditions

1. All hirers must provide in advance The Space Hub with their public liability insurance documents, plus all relevant certificates for their purpose of hiring the studios, and appoint a responsible adult (over 25 years old) for the hire period who must sign the 'The Space Hub Indemnity Form'.
2. **There is a 50% cancellation fee for bookings cancelled less than 28 days in advance and 100% if less than 7 days. All special request purchases/costs are non-refundable**
3. One off bookings must be paid for in full in advance. Repeat advance bookings will be invoiced monthly (normally end calendar month). All invoices must be paid in full within 7 days of invoice otherwise hirers risk cancelation of future bookings. Minimum age for hirers is 25 years. The maximum permitted number of people at a function is normally 100.
4. The hirer must ensure the appointed responsible adult is present throughout the hire period and makes themselves familiar with Fire evacuation procedures and exits, Fire Control locations, First Aid points, First aiders, Accident Book and reporting, risk assessment and managing those with special needs. E.g. Disabled guests.
5. The sale of alcohol is forbidden and no person under 18 is permitted to consume alcohol anywhere on the premises
6. No naked flames, candles, matches, firecrackers, smoking, vaping, or smoke generating is permitted. The premises must not be used for unlawful activity.
7. Only the studio areas hired can be used. Entrance and Exit routes will be advised prior to the hire. Charges may be levied if other areas are subsequently used/occupied.
8. The Space Hub will be held harmless for any other services or equipment booked by the hirer in connection with the hire.
9. No sublet of the facilities is permitted by the hirer.  
Noise levels in all studios must be kept to a reasonable level. Any areas causing noise and disturbing other users will be advised to reduce their noise level by The Space Hub staff. All users are asked to consider other users and local residents. Keep doors and windows are closed to minimise disturbance.
10. No outdoor shoes, shoes with metal soles or heels, are permitted on the dance floors; all shoes must be non marking. Heel protectors must be worn for Persons with narrow heeled dance or stiletto heeled shoes.
11. Hirers must report any excessive marks they see on the studio floors/walls, or any other damage (e.g. equipment), at the beginning of their session otherwise they may be charged for the repair and/or cleaning costs. All items must be lifted across the dance floors (not dragged) and for heavy items floor protectors put in place. Nothing should be attached to walls, doors or ceilings.
12. Any additional equipment (e.g. chairs and tables) must be agreed at the time of booking. After this point it cannot be guaranteed to be available.
13. Hirers must keep to within their allotted time slots and their allocated Studio location(s). Those who persistently fail to keep to their allotted times will be refused hire in the future. Hirers must ensure that they allow sufficient setup/warm up and break down/warm down time, cleaning, equipment removal etc in their booking. Overrun charges may apply. Studios must normally be vacated by 10pm prompt. No 18th or 21st parties are permitted.
14. Parents and guardians are responsible at all times for the supervision, safety, and behaviour of their children in their custody.
15. Due to unforeseen circumstances or significant internal events, Studio times and locations may be changed or cancelled by The Space Hub. Where possible hirers will be given one months notice.

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All bookings are made at The Space Hub via Phone/Email or to the online booking system. Bookings are only valid when confirmed in writing by The Space Hub.

Food and drink may be taken into the studios only by prior arrangement with The Space Hub Management. For hygiene purposes all food and drink and its containers must be removed from the premises at the end of the hire..

16. Due to copyright laws and child protection, filming in the studios his must be arranged at the time of booking as different terms and conditions apply.
17. All studios are equipped with a music system with a 3.5mm stereo jack lead to connect to iPod / iPad or laptops. Please note equipment must not be moved around the rooms without permission and no objects should be placed on top of the music systems. (especially food or fluids).
18. Hirers are responsible for ensuring the safety and maintenance of their own equipment. Electrical equipment must have a current PAT test certificate. Hirers are responsible for removal, and the responsible disposal, from the The Space Hub site of all their waste, packaging and equipment by the end of the hire period. Disposal charges will apply for items left behind.
19. The hired facility must be left in the same (or better) condition as at the commencement of the hire. Any damage or defects should be reported to reception. Cleaning equipment is available on-site. Please consider the environment by switching off unused lights, heating, closing doors and windows as appropriate. All items must be returned to their original positions.
20. All external hirers must make themselves familiar with the fire evacuation procedures (see separate document for 'Fire Evacuation Procedure') and must make sure attendees/class participants are briefed on their course of action in case of fire. Fire exits must be kept clear at all times. External hirers are advised not to exceed the recommended studio maximum capacity. (See separate document on 'Capacities').
21. Changing facilities and lockers are available on site and are used at own risk. If an activity/ session involves participants who are under the age of 18, or classed as vulnerable adults, the external hirer is responsible for ensuring that the relevant CRB/DBS checks have been obtained and The Space Hub advised.  
All external hirers are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. Risk assessments should be carried out in advance and submitted. The Space Hub takes no responsibility for the content or health and safety of classes run by external hirers. First Aid Kit and Accident book are located in reception.
22. Information should be sought from those with relevant medical conditions to the activity undertaken and is the responsibility of the hirer to accommodate. Abusive, threatening, unruly, offensive, intimidating behaviour, profanity or similar, will result in immediate cancellation of any use of The Space Hub facilities or provision of services, without refund or compensation.
23. The whole facility is covered by 24/7 recording CCTV for safety and security purposes. Cameras must not be moved or obscured at any time.
24. The Space Hub does not accept responsibility for any losses or damage.
25. To Hire facilities at The Space Hub all conditions of hire must be met.

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## ADDITIONAL:

### 1) Scale of charges.

a) See current The Space Hub Hire Charges Table

b) Block booking/term hires will be invoiced monthly - payment terms are within 7 days of invoice date. Cancellations of less than 28 days will be invoiced at 50% - less than 7 days full charges will still apply.

c) One off external hires - Payments in full are required 28 days in advance - The Space Hub cannot accept cards or cheques as payment. Cancellations of less than 28 days will be invoiced at 50% - Cancellations of less than 7 days will incur full charge. Any additional services, equipment or costs will be charged in full regardless of cancellation period.

d) Weekday \* hire prices will be determined by case by case depending on requirements and a quotation provided. Payment and a deposit will be required in advance. Deposit is refundable subject to The Space Hub Terms and conditions.

e) Weekend \* hire prices will be determined case by case depending on requirements and a quotation provided. Payment and a deposit will be required in advance. Deposit is refundable subject to The Space Hub Terms and conditions.

f) Minimum external Event hire period is 3 hours in one continuous block.

g) The Space Hub reserves the right to amend studio allocation and all studios are subject to availability. Studio hours are 09.00hrs to 22.00hrs every day. All hires are made subject to The Space Hub Terms and conditions.

h) Please note that hire charges only include the standard layout of each studio which includes standard tables, chairs, electricity and toilets. Any additional requirements will be charged subject to The Space Hub additional menu of additional charges.

i) The Space Hub reserves the right to charge the hirer for additional cleaning, damage, repairs, loss or replacements. This includes refilling/replacement of fire fighting equipment that has been used in a non fire situation.

j) Regular hirers for classes can book a block of weeks in 1+ hour blocks. One off hirers must book a minimum of 3 hours. So for example if you have a 2 hour childrens party the the minimum booking period should be 4 hours to allow for 1 hour setup and 1 hour set down and any remedial cleaning/tidying/inspection etc before the studio can be used again.

In addition parties may incur further charges over the standard configuration of the studio. For example extra tables, chairs, linen etc - this is benchmarked against the standard equipment for each studio. A menu of available extras (chargeable) (Photos and standard equipment lists are available for each studio)

\* Bank Holiday rates may vary. \*\* Floor rent from dance teachers is due on the day of use.

d) A simplified **hirers responsibilities** sheet may be issued to the hirer so they know what is expected on the day. It complements the full T&Cs and does not replace them.

The Hirer is responsible for any damage or loss to the studios & surrounding areas during the hire period, and for the Studios & surrounding areas to be left in a reasonably clean

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condition. Tables and chairs, having been wiped over/brushed off, must be returned to the storage area in studio 1 unless otherwise instructed. Any spills on the floor must be wiped up and the floor swept. The microwave, cooker and fridge, if booked and used, must be cleaned and emptied of all personal items Toilets and washbasins must be left clean and tidy as found. Any equipment used must be returned to its proper locations after use.

Mops and brooms are in the cupboard in the Ladies changing room.

Waste bin is outside the Men's changing room are provided for rubbish, but The Space Hub cannot guarantee that there will be room for all of the rubbish generated. Any remaining rubbish must be taken away immediately and not left beside the bins. Broken glass must be wrapped before disposal. No liquids or hazardous substances to be emptied in the bin. No naked flames and wheeled equipment are permitted in the studio complex.

Decorations such as balloons and streamers may only be attached to the wooden, metal or glass areas. Please do not use pins or adhesive tape on the walls or paintwork. Blu-tac may be used on the gloss paint only. Nothing may be attached to the ceiling tiles. All decorations must be removed before leaving the studio.

If the Studio and surrounding areas are left in an unsatisfactory state, or if there is loss or damage, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied to the Hirer.

Unauthorised use of areas and equipment not booked and paid for will be later invoiced.

## 2) Booking Fees and Payments

Fees charged will be those in force at the time of the hire regardless of when the booking was made. However, at the discretion of the Directors, pre-payment of bookings will secure the rate in force at the time of booking. Bookings are secured by payment of a deposit which will be banked no earlier than 28 days prior to the hire. Deposits are refundable on satisfactory inspection of cleanliness of the Studio, surrounding areas and contents within 7 days. At the Directors discretion, the deposit may be increased for certain events depending on risk, complexity and duration. Full payment for the Hire must be made 28 days before the event or the booking will be cancelled. Short Notice bookings less than 28 days before the event will require full payment at the time of booking. Cancellation by the Hirer within 28 days of the event will incur a charge of 50% of the hire charge. If appropriate keys will be available on the day of the hire. The hirer must be at least 25 years of age to hire the Studio and be present during the entire hire period. A responsible adult must make the booking for a juvenile and must be present to supervise the event and take full responsibility for any contravention of these Additional and standard Terms & Conditions .

The Space Hub does not have Credit or Debit card facilities and does not accept personal or business cheques. Payment is by BACS or Paypal.

## 3) Legal - addendum to The Space Hub Standard T&C's

The Hirer must nominate in advance a competent person to take charge on the day in case of Fire, to ensure that all persons at the Studio can escape unimpeded through the Fire Exits and to assemble in the Lytham Road East car park or other nominated assembly area.

Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit. Fire Doors MUST remain unobstructed during a hire.

Bringing Fireworks, party poppers, explosive devices into, or the ignition of such in the Studio or surrounding areas is expressly forbidden.

Consumption of Alcohol is the responsibility of the Hirer. The sale of alcohol is strictly

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forbidden. No one under the age of 18 may consume alcohol on the premises. Smoking of any type is prohibited in all areas of the studio and surrounding areas. Any electrical equipment brought onto the Studio premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, lighting, etc.) must be PAT Certified. No vehicles should obstruct any entrance or exit to the building at any time. No wheeled equipment is permitted on the studio floors e.g. Roller boots, skates, toys etc Music and noise must be kept to a reasonable level at all times.

## **4) End of the hire period.**

Please ensure that all heaters, equipment and lights are switched off, and all doors and windows are securely closed when you exit the Studio. Close and lock doors, windows etc on completion of the hire if there is no one else present and return any keys to key holder, unless alternative specific arrangements have been made in advance. Please be as quiet as possible to respect the neighbours when leaving the Studio, especially if it is late at night.

The Directors endeavour to provide the facilities in a clean and tidy state and at a reasonable cost. In order to do this, the additional Terms & Conditions set out above must be adhered to by all who use the Studios. Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit, extra charges for cleaning or tidying of the Studios and surrounding areas.

The Directors reserve the right to change these additional Terms & Conditions and Hire Rates at any time at their discretion

The Directors reserve the right to reject or cancel bookings at their discretion, without reason or notice, where circumstances beyond their control make the facilities unavailable. Every endeavour will be made to give as much reasonable notice as possible, depending on the circumstances.