

Moya Jane Productions Ltd
Studio 104, Platform Studios (West)
Hire Agreement

This hire agreement is applicable to all bookings made through Moya Jane Productions Ltd. Our hire policy exists to ensure that the users of the space work in a safe and comfortable environment. We therefore require all hirers to read and ensure they adhere to the following terms.

Our prices are subsidised for individual artists, small groups, small charities and small theatre companies. If you are interested in booking this space for corporate events, other rates will apply. Please contact moyajaneproductions@outlook.com for further information.

By confirming your booking with Moya Jane Productions Ltd, you agree to adhere to the following hire policy. The terms of this agreement apply regardless of discount to space hire or provision of space 'in-kind' or without charge.

Within this policy the term 'users' refers to all hirers and their guests. Hirers are responsible for ensuring that they and all guests in their group are aware of the appropriate terms of this agreement and are responsible for the conduct of all guests in their group during their booking.

BOOKING TIMINGS

- Bookings are available to begin and end on the hour (i.e. 1pm-2pm), for the full hour.
- Your booking time includes all set up and clear down time. Please factor this in when booking.
- It is important that your session finishes on time as others may be using the room after you.
- When rehearsing late in the evening, users must leave the premises quietly and respect our neighbours.
- We reserve the right to add additional charges for any over-run bookings in the space or early access.

USING THE SPACE

- Please ensure you leave the space clean and tidy.
- No items may be left in the room.
- We reserve the right to add additional charges for left items or rooms/areas left in an unclean state. Any damage to the space or mess left as a result of your use will be invoiced to hirers, and will include the time and labour required to restore the space.
- Users must only make use of Studio 104 and communal areas of the building. Please do not wander through other parts of the building or disturb other occupiers.
- No smoking is permitted in the building or any of the fire exits at any time.
- Please show courtesy to others in the premises by keeping noise to an acceptable level.

BOOKING CONFIRMATION

- Full payment of all invoices must be received at least 24 hours before the commencement of the hire period unless the booking is made within the 24 hours prior to the hire period, in which case, payment must be made immediately with booking.
- In the event that these terms are not complied with, Moya Jane Productions Ltd reserves the right to cancel the provisional booking and accept alternative bookings.

CANCELLATION & AMENDMENT POLICY

- Moya Jane Productions Ltd offers a strict no-refund policy. If a user wishes to cancel a booking, they will not be eligible for a refund.
- With at least 48 hours' notice, we are able to amend your booking to a new date/time but will charge a £5 administration fee.
- If any of the conditions of this contract are not fulfilled, Moya Jane Productions Ltd reserves the right to cancel the booking. Moya Jane Productions Ltd also reserves the right to terminate any booking in progress due to breach of contract or unreasonable or disruptive behaviour.
- Any cancellations by Moya Jane Productions Ltd due to unforeseen circumstances will warrant a full refund.

RESPECT & INCLUSIVITY

- Moya Jane Productions Ltd is committed to providing services to everyone and expect our space to be used by a diverse community. We expect all hirers to be respectful and inclusive.
- Hirers are not to use discriminatory, aggressive, intimidatory, bullying, or harassing language or behaviour whilst at the venue, and Moya Jane Productions Ltd reserves the right to suspend or cancel any activity which conflicts with its values of respect and inclusion.

FACILITIES

- Moya Jane Productions Ltd is responsible for providing adequate heating, lighting, ventilation, water and sanitary facilities.
- Users will have permitted access to the communal sink and toilet facilities on the first floor of the building only.

FOB ACCESS

- Moya Jane Productions Ltd will grant access to the space by providing the user with a code to access a fob in our lockbox once funds covering the invoice total are cleared on our account.
- If the keys are not returned securely to the lock box at the end of the hired period, an additional charge of £150.00 will be made.

USER PROPERTY

- The User shall be responsible for its own personnel and property; damage to or loss of property; and any financial or economic loss resulting from anything done or omitted by the User.
- Moya Jane Productions Ltd is not liable for any such losses.

CAPACITY

- The number of people in the space cannot exceed 26.

CONSTRUCTIONS & SPECIAL EFFECTS

- Any temporary constructions, e.g. steel-deck, dance stages, lighting trusses, set, hangings or suspensions, must be discussed, agreed upon and communicated in writing prior to the use period. No fixing may be undertaken to floors, walls or ceilings.
- The User may not use special effects (including smoke, real flame, pyrotechnics, dry ice, strobe lights and lasers) under any circumstances.
- Moya Jane Productions Ltd reserves the right to charge the User for repairs or damage caused by the User to floors, locks, walls, ceilings or any other fixtures and fittings or space equipment.
- A standard fee of £75 will be made for removal of taped mark-outs and any adhesive residue/stains or excessive refuse.