

## Tannery Arts CIO | Drawing Room Community Studio Hire Policy

All Community Studios hirers will be required to read and adhere to the below Tannery Arts | Drawing Room (TA | DR) policy.

The Community Studio is available for hire between 8am – 11pm. We reserve the right to decline a booking if we feel it is not suitable for our venue.

The hire period includes set-up and tidying time, which must be solely managed by the hirer.

### Pricing and payment terms

1. Full payment is required at least 2 weeks before the event date
2. Events booked within 2 weeks of the event date will be accepted on a case-by-case basis, subject to staff availability. Payment must be made within 24 hours of booking for these events.
3. For any public events, the hirer must provide a copy of their Public Liability Insurance at least 7 days before the event.
4. Bookings for up to 50 total attendees, during gallery opening hours (10am – 6pm), require one dedicated staff member within the hire cost, charged at £20 per hour with a minimum four-hour shift.
5. Bookings of 51+ people, during gallery opening hours (10am – 6pm), will require two staff members for the event, charged at £20 per hour with a minimum four-hour shift.
6. Bookings from 8-10am and/or 6-11pm will require two staff charged £20 per hour each, with a minimum four-hour shift.
7. The Duty Manager will instruct the hirer (or person nominated by them) as to their duties in the event of fire and will act as Fire Warden in the case of a fire.

### Cancellations and amendments

Cancellation by the hirer:

8. Any cancellations or amendments to hires must be requested in writing to [mail@drawingroom.org.uk](mailto:mail@drawingroom.org.uk) and authorised no later than 7 days prior to the event.
9. The following amounts will apply for cancelled bookings:
  - 20% of the agreed fee for bookings cancelled within 30 days
  - 50% of the agreed fee between 8 and 29 days of the hire start date
  - 100% of the agreed fee within 7 days of the hire start date

*Cancellations and amendments (cont'd)*Power of TA | DR to Cancel Bookings:

10. The hirer agrees that TA | DR shall have the right to cancel any booking in the case of emergency, with any hiring charges to TA | DR refunded (except otherwise agreed).
11. TA | DR will not be liable for any loss or damage suffered by the hirer by reason of accident, or failure of heating, lighting or electrical apparatus; or of circumstances which are beyond the control of TA | DR.

**Areas of Use and Capacity**

12. Maximum capacity of Community Studio is 60 standing, 40 theatre style
13. The hirer will only be allowed to use the Community Studio during the agreed times specified on their booking form. Any additional time on the premises before or at the end of the agreed time will be charged at the hourly rate at half hour intervals, to include staffing costs if relevant.
14. The hirer will not have access to any of the following areas onsite, except with written approved supervision, requested in the booking form: Library, private studios, TA | DR office, studios kitchen.
15. Hirers and their guests will have access to the main Gallery during its opening hours, with a two-child-one-adult ratio.

**Decorations and Furniture**

16. Hires include use of all Community Studio furniture, which will be stored in the storeroom on arrival. Furniture must be booked in advance based on set layouts supplied by TA | DR. Furniture will be set out as requested for the beginning of the hire. Furniture must be returned correctly to the store cupboard after use, under guidance of the Duty Manager.
17. Use of art supplies (crayons, felt tips, pencils, paper, chalk for blackboard) must be requested in advance – consumables will be charged separately.
18. The hirer can decorate the Community Studio but please do not use staple guns; glue; Sellotape. Decorations must not damage the cosmetic feature of the studio and must be removed safely before the end of the hire.
19. The following items are not allowed onsite glitter; fireworks; sparklers; BBQs; smoke machines.
20. Confetti, party poppers and party string can be brought onsite with prior approval and must be thoroughly cleaned away before the end of the hire period.
21. Naked flames are NOT allowed except for birthday candles, which must be supervised by TA | DR staff and confirmed prior to the event.

*Decorations and Furniture (cont'd)*

22. The hirer will ensure that all utensils, decorations and/or equipment belonging to them are removed at the end of the hire period.
23. The hirer will ensure that the Community Studio is restored to the layout at the start of the booking and will ensure to leave at the agreed time.
24. TA | DR will provide basic cleaning equipment (cloths, cleaning spray, hoover, dustpan-brush) for the hirer to clean up at the end of their hire, as well as recycling and refuse bags.
25. TA | DR will accommodate rubbish and recycling to a reasonable extent, but if the hirer's refuse/recycling exceeds this capacity, they will be expected to remove and dispose of them responsibly offsite.

**AV**

26. The Community Studio integrated Optoma projector is available for £25 per hire.
27. The Community Studio AV system is available for hire at £25 per event (two lapel mics, integrated speaker system). The AV cupboard must only be accessed by a member of TA | DR staff.
28. Any electrical appliances plugged into our sockets must be PAT tested prior to use. If PAT testing is required onsite, the hirer must request this at least 7 days prior to the booking.
29. Any additional AV requirements must be requested on a case-by-case basis. AV technicians from TA | DR's preferred AV supplier, Essential AV, can be sub-hired through the agreement, or the hirer may hire an external company directly.

**Personal Belongings**

30. TA | DR, its staff and Board will not be liable for any loss, costs, damage, or liabilities caused or arising to the extent they can be excluded or limited at law and will not be liable if the venue is unavailable due to reasons outside of our control.
31. Any goods left behind without prior agreement after a booking will be disposed of after 7 days of the hire.

**Accessibility**

TA | DR is committed to being open and accessible to all. Access information can be viewed in full at <https://drawingroom.org.uk/visit-us/access>

Guide and assistance dogs are permitted onsite. Any other animals must be approved beforehand.

### *Accessibility (cont'd)*

#### Wheelchair and Physical Access

- 32. Access to the Gallery, Library, Shop and Toilets are all step free and we have power assisted doors throughout our public spaces. TA | DR staff are available to help with accessibility around the building where needed. Accessible toilets with baby changing facilities, including a wipe clean changing mat, are available.
- 33. Guests may borrow a manual wheelchair free of charge – hirers and guests can ask at reception on arrival.

#### Buggies

- 34. Buggies must be fitted inside the Community Studio during the hire, with capacity reduced accordingly.

#### Auditory Access

- 35. TA | DR's main reception desk is fitted with a hearing loop. An additional portable loop is available to reserve for a refundable deposit.

## **Food and beverage**

- 36. There is no access to a fridge/food heating/cooking facilities onsite.
- 37. TA | DR can provide access to hot water and limited crockery for meeting or workshop hires for £25. The hirer must provide tea, coffee, milk etc.
- 38. Allergies and dietary requirements for all guests must be managed by the hirer. TA | DR will not be responsible for these.

#### Alcohol licence

- 39. Hirers may use external caterers subject to approval, no later than 7 days prior to the event.
- 40. TA | DR is unlicensed, so the sale of alcohol is strictly prohibited. Alcohol can be served for free.

#### Drugs and banned substances

- 41. The possession or use of drugs on the premises is strictly prohibited. Any will be reported to the police, and the hire cancelled with immediate effect.

## **Children, Public Liability and Safeguarding**

42. A copy of the TA | DR's Safeguarding Policy will be supplied to the hirer.
43. For any public events, the hirer must provide a copy of their Public Liability Insurance at least 7 days before the event.
44. Children must be always supervised by the hirer – TA | DR staff will not assume responsibility for children attending the event
45. Hirers delivering an event for and including young people (under 18s) and/or vulnerable adults must have the relevant DBS checks and/or safeguarding policies in place. Hirers should supply a copy of their safeguarding policy 7 days prior to the event.
46. If a child or adult safeguarding concern or incident occurs onsite, the hirer must report immediately to the lead member of staff who will write a report for TA | DR's designated safeguarding lead.

## **Ticketed events**

47. For public, ticketed events, the hirer will be solely responsible for ticketing, marketing and selling the event. The hirer must make clear that the event is not hosted or organised by TA | DR, and the space listed solely for directional purposes.

## **Music**

48. For hires which are for public paid ticketed events:
  - If including background music, this hirer must organise and pay for a PRS Single and Casual Events Tariff (£19, correct to September 2025)
  - live performances would require an additional PRS licence, which the hirer must arrange.
49. Music must be turned down and TA | DR doors must be kept closed after 9pm.

## **Making Good Damage to Premises**

50. The hirer shall make good at their own expense any damage done to the premises, artwork, fittings, furniture, etc., during the time that TA | DR is used by the hirer. Any damage which incurs a cost to repair or replace will be invoiced to the hirer with a 5% surplus.

**Maintenance of Order and Code of Conduct**

51. The hirer is responsible for ensuring their guests vacate responsibly and quietly by the end of the booking time. The hirer must stay on the premises until all guests have vacated.
52. Smoking is not permitted inside or immediately outside any of our buildings. Please advise smokers that they must move at least 10 meters away from the building should they wish to smoke – the hirer will be responsible for enforcing this.
53. Drinking is not permitted outside the building; glassware must be safely left inside the Studio.
54. TA | DR does not accept any verbal and/or physical abuse or harassment of any form from hirers and/or their visitors/guest towards staff. Hirers and their guests may be asked to leave the premises if such abuse takes place and any future bookings cancelled without a refund.

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