



**Unit 3
Back Nelson Road
Ilkley
LS29 8HW**

Hiring Conditions

Set out below are the hiring conditions for the Ilkley Arts Studio

Hiring Times

Use of the Studio must start and finish at the agreed times. Any significant overstays will incur additional hire costs.

Participants

All participants have to be 16 years old or over at the time of hiring unless accompanied by a responsible adult. The maximum number of participants that can be accommodated in the studio is 12.

Deposit

We will take a deposit of 30% of the total cost of the booking, subject to a minimum of £20.00. This will be deducted from your total hire charge.

The deposit will secure your booking and if you then don't go ahead with your course the deposit will be forfeited subject to the timings below. We will however do our best to find someone else to take over the booking you had reserved and if we manage to do this we may refund your booking fee.

Cancellation up to 4 weeks before event begins 100% of deposit refunded

Cancellation up to 2 weeks before event begins 50% of deposit refunded

Cancellation less than 2 weeks **no** refund of deposit made

You will be invoiced 4 weeks before your first session for the full amount. This invoice must be settled within 2 weeks.

Health and Safety

Every new course must be formally risk assessed by the hirer so that you and we know if any additional actions are needed to ensure the safety of the participants.

The safety of the participants is solely the hirer's responsibility.

Insurance

Ilkley Arts has public liability insurance for the building plus contents insurance but it is essential that any hirer has their own public liability and general insurance in place for the whole hire period.

Damages

Any damage to the studio or its equipment that is over and above normal wear and tear will be recharged to the hirer.

Housekeeping

Kitchen area – the hirer is responsible for ensuring that the kitchen area left is a clean and tidy condition.

When leaving

- The floor of the Studio should be swept and the studio should be left in a clean and tidy state. The hirer needs to take away any equipment or materials they have brought to the Studio.
- The internal door between the studio and the lobby area of the next door unit (where you go into the toilet) must be locked with the 2 sliding bolts.
- The outer door needs to be double locked with the keys supplied. These keys need to be returned either to one of the Ilkley Arts team or left in the key safe – whichever has been agreed with you at the time of hiring the studio.
- You must take away all the rubbish you create at the end of each session. This should be disposed of either in your own domestic rubbish or taken to the Golden Butts refuse centre.

Tea and coffee making facilities are available in the studio with a small fridge. We will always aim to provide tea, coffee and sugar but you will need to bring milk. We would suggest that participants go off site for lunch. The Toast House, Veggie Café Commute Café and Daniels coffee house are all within a 2 minutes walk of the studio.

Please leave the studio as you found it so it is ready for the next artist's event.

Equipment

Please let us know if there is any thing not working or if supplies have run out.

Personal Property and left items

Ilkley Arts accepts no responsibility for any items brought to or left on the premises.

Parking

There is no parking at the studio. The Hirer can bring their car to the front door to drop off materials but the vehicle must then be moved and parked elsewhere. Please make sure that your participants know about the parking and how important it is not to park inconsiderately for our neighbours.

No Smoking and Alcohol

There is a no smoking either inside or in the immediate vicinity of the building. No

alcohol should be consumed within the building.

Fire

There is one main exit from the building which is marked as a fire exit and if you do need to evacuate the building the participants should gather in the car parking area in front of the building. It is the responsibility of the hirer to inform participants at the start of the session where the fire exit and evacuation meeting area is located.

There is a fire extinguisher and fire blanket by the large sink in the lobby area together with a first aid box. Let us know if you have needed to use any of this equipment so that it can be replaced.

What Ilkley Arts will do to help market your course/event

It is the hirer's responsibility to ensure their course(s) is well publicized. Ilkley Arts will put information on its Facebook page, website and twitter account. We will submit it to Ilkley Chat and we are planning to put a programme together on a termly basis of workshops taking place in the studio.

Booking arrangements for participants

At the moment we are not able to manage course bookings on behalf of hirers but we are going to pilot an on line booking system with one of the artists to see if this is something we could offer later in 2017.

Until then the booking arrangements and taking of payments is the hirer's responsibility.

Signed

Name

By signing this agreement you are accepting the hiring conditions and confirm you meet all requirements as outlined.