

the big room cic

Room Hire Terms and Conditions

This document forms the terms and conditions of hire of the big room by a hirer (you) at the big room cic (we/us).

The hire of the big room under these terms and conditions does not create any affiliation or partnership between you and the big room cic, and the big room cic takes no responsibility for and does not endorse the content of activities which you carry out in the big room.

By requesting to hire the big room in writing you acknowledge and confirm that you have understood and agree to comply with the terms and conditions contained within this document.

Please note that a request to hire (via email or booking request form) does not automatically mean that the booking has been confirmed.

Booking Procedure:

We do not take bookings over the phone. All reservations must be made via the request booking form or email to hello@thebigroom.org

Advance payment is required to secure all bookings.

We reserve the right to cancel any booking where payment is not received before the event.

We will provide an invoice for your booking. We do not reserve or guarantee any booking until receipt of payment.

Our electronic booking system sends out an automatic confirmation once a booking payment has been received; this outlines the dates and times of each booking. It is your responsibility to ensure you have received this message and that the information is correct.

If you do not receive this message, please email hello@thebigroom.org as soon as possible.

It may be possible to agree a payment schedule for bookings that are more than two months in advance; please contact hello@thebigroom.org for more information about this.

Cancellation terms:

If you need to cancel:

All cancellations must be emailed to cancellations@thebigroom.org. You will receive an automatic confirmation that your email has been received. If you do not receive this automatic response it means we have not received your cancellation. We will use the electronic date and time that your email was received by cancellations@thebigroom.org to calculate cancellation fees as follows:

Weekly classes (hourly bookings)

Less than two weeks before event date - 100% cancellation fee payable by hirer

More than two weeks before event date - a cancellation fee will not apply

We reserve the right to agree a non-refundable deposit with the hire. This will always be confirmed in writing.

Workshops (half, full day or weekends)

Less than 2 weeks before event date - 100% cancellation fee payable by hirer

2- 4 weeks before event - 85% of total payable by hirer

4 - 6 weeks before event date - 50% of total payable by hirer

6 - 10 weeks before event date - 25% of total payable by hire

Over 10 weeks before event date - a cancellation fee will not apply. We reserve the right to agree a non-refundable deposit with the hirer. This will always be confirmed in writing.

If we need to cancel/reschedule:

Despite our best efforts there may be times where we have to cancel a booking. When a booking is cancelled, we will do our best to inform you using the contact details you provided, with as much notice as possible. In such cases, we will offer the option of re-scheduling your booking for a future date or refunding your booking fee. We are unable to include any additional charges or incidentals including loss of income or expenses associated with the cancelled booking. **If this is a concern please ensure that you have appropriate insurance to cover this eventuality.**

Noise levels:

Noise levels must be kept to a reasonable level. If you are disturbing other users, you will be advised to reduce your noise level.

If your event has a sound element - live music, percussions instruments, loud vocalisation etc - this must be stated in your booking request. In most situations we hope to be able to accommodate this but what is possible will be confirmed in writing by the big room cic..

Damage:

You will be liable for any damage caused to the big room and associated facilities during the hire period. This includes (without any limitation) damage to floors, walls, or audio-visual system. You are

responsible for informing us (hello@thebigroom.org) if you notice anything unusual in the condition of the big room before commencing your booking.

Alcohol and Food:

No alcohol or food (other than light snacks) are to be consumed in the big room without prior agreement by the big room cic.

Booking Times:

You must keep to your allotted time slots and you must ensure that warm-up and cool-down is allowed for within the booking time.

The big room cic reserves the right to invoice for any extra time used..

Use of Equipment:

The big room is equipped with an audio-visual system and a projector; user guides are available on location and upon request can be emailed in advance. Users can plug in their own MP3 player, laptop or camera, but they are advised to bring their own device-specific cables.

If you require extra equipment (i.e. chairs and tables), this must be stated and agreed at time of booking. You are responsible setting up the room to meet your requirements unless otherwise agreed in writing by the big room cic.

The building is equipped with Wi-Fi signal and this is accessible, details will be provided. Please note this is a free service which is not set up for the purpose of live streaming and there are no guarantees from our part as to its speed and reliability.

Any equipment should be compliant with current guidance & legislation. All electrical items must be PAT tested.

Health & Safety, Best Practice and Public Liability Insurance:

You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. The big room cic takes no responsibility for the content or health and safety of classes run by external hirers.

The first aid kit and accident book are kept in the kitchen. All hirer(s) are responsible for the health and safety and first aid needs of participants in their sessions.

All hirers must make themselves familiar with the fire evacuation procedures (below) and must make sure class participants are briefed on course of action in case of fire.

The big room cic's insurance will only cover defects with the building. We are not liable for and cannot cover loss of your personal property.

Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities. The hirer will need to provide a copy of insurance documentation.

If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring that the relevant DBS checks have been obtained.

The maximum capacity for the room is dependent upon planned use. The big room cic will agree a maximum number for the activity with the Hirer before booking. The Hirer should not exceed this recommended maximum capacity.

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FIRE AND EVACUATION PROCEDURE

Hirers: Please adopt the following evacuation procedures. It is important that you keep an updated list of participants in your group and inform them about the nearest exit and the roll call area.

If you discover a fire activate the nearest fire alarm

If you discover a Fire: Activate the nearest fire alarm call point and leave the building immediately

Use the nearest escape route -

- Closest fire exit **from inside the big room:** is at the far side of the big room marked by green emergency signage
- Closest fire exit **from reception, kitchen, toilets:** is via the front stairway marked by green emergency signage

Proceed to the assembly point which is the walkway/path on the opposite side of the road to the front door.

Do not stand in the road.

If you hear the fire alarm:

Evacuate the big room, closing the door behind you

Use the nearest escape route - as stated above.

Proceed to the assembly point as stated above.

IMPORTANT POINTS FOR PARTICIPANTS

Close all doors behind you

Do not run

Do not stop to collect personal belongings

Do not re-enter the building unless clearance is given by the Fire Brigade

Note to Hirer: if not already done so once outside the building

If not already done so, call Emergency Services on 999

Take a roll call to ensure that all participants have safely evacuated the building

If a member of the the big room team is not onsite contact them using the contact information provided before your event.