

SPACE HIRE TERMS & CONDITIONS – General Information & Frequently Asked Questions

This document sets out the Terms and Conditions – general information for all space hire by a hirer (you) at The Place (we/us).

By confirming your booking request in writing, you acknowledge and confirm that you have read, understood and agree to comply with the terms and conditions contained within this document.

Failure to comply with these Terms and Conditions and to abide by our etiquette and studio instructions will result in some or all of the following: removal from the building, additional charges, cancellation of future bookings and/or termination of partnerships.

In this document you will find information about our building and facilities, access information and studio specifications.

ETIQUETTE

Our building is very busy; please observe the following guidelines to make sure everyone has a safe and enjoyable time.

When booking your event, please include all set up and pack down time within the booking times. You will only be able to enter the space at the booked start time.

Please be aware that we book our studio activity back-to-back.

As the lead hirer, you are responsible for the behaviour of your participants, so we encourage you to share these terms and conditions with them.

We have a zero-tolerance approach to any intimidating, aggressive or threatening behaviour. We ask that you treat our colleagues and your fellow building users with respect. We may prohibit future bookings or ask that particular participants do not return if this is not adhered to.

Our staff are here for the safety and wellbeing of all our visitors. In the event that you or any of your participants feel unwelcome, please contact our reception team who are available to assist you or, to make a complaint, please read our policy information here - <https://theplace.org.uk/policies/privacy-policies>

BUILDING INFORMATION

The Place has two entrances with different opening times:

- 17 Duke's Road, London WC1H 9PY - **for the Theatre, Box Office, Cafe and Bar**

Tuesday – Friday – midday to 5pm. The box office remains open until 8pm for evening performances and our Duke's Road entrance is open while the bar is in use
We open at least 60 mins before matinee performances and weekend events

- 16 Flaxman Terrace, London, WC1H 9AT - **for all studios, lecture and meeting rooms**

	Facilities including toilets, changing rooms and stretching zones	Studios, Lecture and Meeting rooms
Monday-Friday	08:45-22:00	09:00-22:00
Saturday	08:45-20:00	09:00-20:00
Sunday	09:45-20:00	10:00-20:00
Please note – all preparation for your hire must be included in the time of your booking		

- We are closed for bank holidays and between Christmas and New Year. For more information, please contact the Space Hire Team.
- Our space hire administration teams working days are Mon-Fri 10am-6pm. Our reception team is not equipped to book, change, or take payment for space hires, but can pass on your details to our space admin team.
- The Place is accessible by public transport and the nearest stations are Euston, Kings Cross St Pancras and Russell Square.
- There are bicycle racks outside The Place's Flaxman Terrace entrance. Please bring your own lock. It is your responsibility to ensure your bikes are secured and locked. The Place will not accept responsibility for any loss or damage of items.
- **The Place does not permit e-bikes or e-scooters in our building**
- There are metered parking spaces in the roads around The Place (free after 6.30pm weekdays, 1.30pm Saturdays and on Sundays) and dedicated spaces for Blue Badge holders outside each entrance. Nearby car parks include Euston Station (Melton Street, off Euston Road, NW1 2EP) and St Pancras Station (Pancras Road NW1 2TB).
- There is motorcycle parking on Duke's Road and Bidborough Street.
All information above related to Camden borough facilities are correct at time of writing and can be checked through the Camden Council website.

FACILITIES

- When you arrive, please make yourself known to our Reception team who will direct you to your space and can provide relevant information. During your hire, the reception team are available for trouble shooting, First Aid provision and will look after you in an event of an evacuation.
- Our Reception team are responsible for the smooth running of the days events and look after all of our building users. **They have the authority to refuse or rescind entry if our Terms and Conditions are not met.**

- Please bring your personal belongings to your hired space. The Place does not provide storage facilities for personal belongings or long-term storage for hirer equipment.
- If you arrive to the Place before your booking, we have communal seated areas available and stretching zones for warming up and cooling down.
- We ask that you treat our colleagues and your fellow building users with respect. We have a zero-tolerance approach to any intimidating, aggressive or threatening behaviour.
- Our building has coded changing rooms, including gender neutral facilities. Please ask our reception team for more information.

FLAXMAN TERRACE FLOOR GUIDE	FACILITIES AVAILABLE
Level 1	Studio 1 and 2 Movable tables and Chairs
Level 2	Female Changing space with coded entry Toilets for all Accessible toilet Lecture rooms 1 and 2 Cafe space with seating*
Level 3	Reception entry and exit
Level 4	Male Changing space with coded entry Toilets for all Accessible toilet with baby changing Flaxman Terrace Meeting Room
Level 5	Gender neutral Changing space with coded entry Toilets for all Accessible shower and toilet Stretching Zone
Level 6	Toilets for all Accessible toilet Quiet Space Stretching Zone
DUKE'S ROAD FLOOR GUIDE	FACILITIES AVAILABLE
Level 1	Accessible toilet with baby changing Male and Female Toilets
Level 2	Cafe space with seating*
Level 3	Box Office Entry **
Level 4	Accessible toilet with baby changing
Level 5	Duke's Road Meeting Room Founders Studio Kitchenette

*Our cafe is currently serving Monday to Friday 10:00-17:00, but the space remains available for seating

**Our Box Office is open standardly Tuesday to Friday 12:00-17:00 and remains open for performances

ACCESS INFORMATION

Alternative booking and prior arrangements

We understand that emails are not for everyone. Although we prefer to keep a written record of agreed hires and our invoices are sent through an automated system, we can adapt this procedure in order to meet specific needs. Please contact our reception team on 0207 121 1029 for more information.

If you would like to visit our space, please do get in touch and we will arrange a time to show you our studios and facilities. Our building is very busy so we will need to plan this in advance.

Lifts

All of our hireable spaces are accessible via lifts. We have two lifts available as below:

	Capacity	Size
Flaxman Terrace Lift	1000kg/13 people	7ft x 3ft 4in
Dukes Rd Lift	1000kg/13 people	6ft 10in x 3ft 4in

Alternatively, all studios are accessible by stairs, and we can let you know how many if required.

In the event that our lift is out of order, we will inform lead hirers as a matter of urgency to try to make alternate arrangements if necessary.

Induction Loops

We do have an induction loop system in our building and in some of our studios. Please see our Studio Specifications to identify the studios with induction loops and/or reach out to the Space administration team for more information.

Mobility aids

You are welcome to use all mobility aids around our building including the studios. If you would like us to keep your mobility aid at reception, please let us know in advance as we may need to secure a space to store larger items.

We are aware that as our building is old and spread across many floors, our corridors and floors may impede your travel. Please discuss any concerns with us and we will advise you on the most accessible spaces.

Service Animals

Your service animal is welcome to join you in our building and in your studio space. Please keep them with you at all times. If you would like any additional items such as water bowls, please let us know in advance. We do not allow non-service animals into the building.

Quiet spaces

The Place has 1 quiet room and 2 stretching zones. As these spaces are open to everyone, please let us know at time of booking if you would like to discuss a private space.

Facilities

We have accessible toilets, as well as an accessible changing and shower space available in our building. Please refer to the Facilities Section for locations; upon arrival please ask our reception team for more information.

Evacuation

Our reception team are on site to manage any emergency such as an evacuation. Please read and share our Terms and Conditions – Emergency Procedures document for full information.

SPACE SPECIFICATIONS

Each studio is equipped with items such as AV systems, please refer to the table below. Our reception team are on hand to assist you with these items

The Place has a number of chairs and tables available on a first come, first served basis which you are welcome to use for your hire. Our Reception team will direct you to their location, **however the set up and pack down remains the responsibility of the hirer and we ask that you return these items within your booking time.**

Hireable items

We have hireable equipment that can support your booking. Prices are available upon request

- Flipchart, paper and pens
- Printing pass
- Professional standard PA Kit with 2 microphones
- Lectern
- Additional large, portable screens
- Microsoft Teams enabled Conference kit including screen, sound and microphones
- Lockable space for overnight storage
- Filming rights
- Soft furnishings package

If the item you require does not appear above, please contact The Space administrative team for more information

We can also provide refreshment packages for activity happening in our lecture or meeting rooms.

Additional requirements may incur staffing or set up costs which we can discuss with you at the time of booking.

Please note that Studios 7 and 8 are our air-conditioned studios, studios 1, 2, 3, 4, 5, 6, 9, and 10 have an air handling system; which circulates fresh air into the space. The Founders Studio has large windows for natural ventilation.

If you are visiting us during summer, you are strongly encouraged to adapt your activity to suit the heat.

STUDIO	MAX. CAPACITY	FEATURES
<p>1</p> <p>16m x 11m (176 m2)</p>	<p>35</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 2 walls + Moveable ballet barres Blackout curtains Induction loops Fully sprung floor Black Harlequin Lino (sneakers/ballroom shoes allowed)</p>
<p>2</p> <p>12.4m x 11.8m (146.32 m2)</p>	<p>30</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Projector Ballet barre on 1 wall Induction loops Fully sprung floor Wooden floor (socks/barefoot only)</p>
<p>3</p> <p>13m x 11m (143 m2)</p>	<p>30</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 3 walls + Moveable ballet barres Fully sprung floor Gray Harlequin Lino (soft dance shoes allowed – not trainers)</p>
<p>4</p> <p>12m x 11m (132 m2)</p>	<p>26</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 3 walls + Moveable ballet barres Fully sprung floor Gray Harlequin Lino (soft dance shoes allowed – not trainers)</p>
<p>5</p> <p>13m x 11m (143 m2)</p>	<p>30</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 3 walls Fully sprung floor Wooden floor (socks/barefoot only)</p>
<p>6</p> <p>12m x 11m (132 m2)</p>	<p>26</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 3 walls + Moveable ballet barres Induction loops Fully sprung floor Gray Harlequin Lino (soft dance shoes allowed – not trainers)</p>

<p>7</p> <p>14.3m x 7.6m (108.68 m2)</p>	<p>22</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System Ballet barres on 3 walls + Moveable ballet barres Fully sprung floor Gray Harlequin Lino (all dance shoes allowed)</p>
<p>8</p> <p>18m x 9m (162 m2)</p>	<p>32</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror Piano AV System + Plasma screen Ballet barres on 3 walls + Moveable ballet barres Induction loops Fully sprung floor Gray Harlequin Lino (soft dance shoes allowed – not trainers)</p>
<p>9</p> <p>10.8m x 9m (97.2 m2)</p>	<p>20</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror AV System Ballet barre on 1 wall Blackout curtains Fully sprung floor Wooden floor (socks/barefoot only)</p>
<p>10</p> <p>10.8m x 9m (97.2 m2)</p>	<p>20</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>No mirror AV System Ballet barre on 1 wall Fully sprung floor Black Harlequin Lino (soft dance shoes allowed – not trainers)</p>
<p>Founders</p> <p>15m x 5m (75 m2)</p> <p><i>Quiet Use Only – no live music</i></p>	<p>15</p> <p><i>Including all persons in the studio (e.g. participants, musicians, audience members etc)</i></p>	<p>Mirror AV System Moveable plasma screen Fully sprung floor Wooden floor (all dance shoes allowed)</p>

FREQUENTLY ASKED QUESTIONS

How can I advertise my class?

The Place cannot host external events on our main website paged however, we recommend the following:

All hirers are welcome to submit their activity to our Artist Noticeboard; please check for the terms of use and instructions via this link - <https://theplace.org.uk/work-with-us/jobs-and-opportunities/artists-opportunities>

Our regular hirers can submit information for our external hires posterboard on Level 2. Please talk to our space team for more information

What if my class runs over?

If you find that your class is due to over-run, please speak to our Reception team and vacate the studio at your booked time. The team will check for available studios and let our space administrators know to send on the costs.

What if I arrive early and/or need to warm up?

We have various spaces for you to wait for your booked slot. Please see the **FACILITIES** Section and/or speak to our Reception team upon arrival.

What changing spaces are available?

We have coded changing and shower spaces available. Please see the **FACILITIES** Section and/or speak to our Reception team upon arrival.

Does The Place have Wi-Fi

Yes, please check in with our Reception Team for passwords.

What if I'm running late for my hire

If possible, please inform our reception and we can admit your participants before you arrive. The team will check for available studios beyond your booked time, if you wish, and if available will let our space administrators know to send on the costs.

I need to use trainers for my hire?

Dance shoes can be used in some of our spaces. Please see **STUDIO SPECIFICATIONS** Section. There is further shoe clarification in **Space Hires Terms and Conditions – Compliance** document, as well.

What is in my studio?

Please see **STUDIO SPECIFICATIONS** sections.

Can I change my booking times, dates or details?

Please see the **CANCELLATION AND AMMENDMENT POLICY** in **Space Hires Terms and Conditions – Compliance**.

Can we store equipment at The Place

The Place has very little storage space, but we are currently investigating some space for our regular hirers on a termly basis. Please let our space team know if this is of interest.

Can I have a regular slot?

We work with many hirers on a regular basis, please contact our space team for more information

Do you have a day rate

The Place Studios are incredibly busy due to our extensive internal programme, as such it is rare that we can accommodate full day hires. When we can, we will apply our usual hourly rates. Please speak to our space administration team for more information.

Do you do exclusive hires?

Although we try and accommodate exclusive studio use, it is its often a challenge finding the space due to our internal programme. However, if you are interested in this, please let us know.

Please note, that our facilities team will enter the space each morning to clean unless otherwise arranged.

Can we book studios on the day?

On the day bookings can be hard to accommodate. Please book with as much notice as possible to avoid disappointment. For our staff working hours please refer to **GENERAL INFORMATION** above.