

TRINITY LABAN

Alumni Practice Room and Rehearsal Space Booking Terms and Conditions

Practice room hire and rehearsal space booking is for **personal practice / rehearsal** or **research and development** and is strictly not allowed for running workshops, training or classes for independent business or profit.

Hire is allowed for Trinity Laban alumni only and is not available for third parties. Please note that the alum in whose name the booking has been made must be present throughout the booking.

Payment Terms

Payment of the room hire fee will be due upon confirmation of the event and is required in full prior to the date of your booking. If payment is not received within 48 hours, it will be assumed that you have cancelled your booking, resulting in your space being released.

TRINITY LABAN is registered for VAT. VAT will be charged on all venue hire.

Cancellation after booking has been made and payment received

If you cancel all/part of your booking for any reason, Trinity Laban shall be entitled to cancellation charges as detailed below:

- Cancellation of all / part of bookings made after payment and before 7 days of booking – you can request a credit or refund
- Cancellation of all / part of bookings made after payment and less than 7 days of booking –100% of the total booking value
- If a booking contravenes these Terms and Conditions, specifically on the use or purpose for which the space is intended, Trinity Laban has the right to cancel the booking and charges will apply as above

Indemnity

It shall be your sole responsibility to ensure the proper and responsible use of the facilities and for the proper and adequate care of your belongings and equipment whilst on the premises and Trinity Laban accepts no responsibility under any circumstances for any injury, nor for any theft, loss or damage to any property of yours or guests whilst on Trinity Laban property.

You shall be responsible for all or any loss or damage of whatever nature suffered by Trinity Laban including (but without limitation) the cost of repair, replacement or remedial work to any part of the fabric of the building, instruments, furniture or equipment, arising as a result of the negligent or intentional misuse or vandalism of the building, instruments, furniture or equipment by you or your guests. Should any remedial work be required, the full cost of this

will be charged to you and Trinity Laban will add a handling/administration charge equal to 10% of costs incurred. Any spillages, breakages or damage must be reported immediately to Reception or Room Booking staff.

Health & Safety

You shall comply with all health and safety and emergency procedures and instructions as notified by Trinity Laban personnel.

You must familiarise yourself with Covid-19 procedures and follow any additional instructions given by staff whilst you are in the building. By booking space as an alumni you agree to follow Trinity Laban's Covid-19 procedures.

Use of King Charles Court, Laurie Grove and the Laban Building

You may have access to the building and room stated on your alumni hire booking confirmation between the times stated in the booking confirmation. You may not alter these times and rooms must be vacated by the time agreed. Failure to do this may give rise to additional charges.

Photography is permitted for personal use only and permission is not granted for images of Trinity Laban buildings, personnel and students to be reproduced for any reason, or for sale or publication. If you require photography for reasons other than personal use, please contact the Trinity Laban press office.

You shall not make any alterations to the structure, fittings, decorations or furnishings of the building, nor fix anything to the walls, ceilings, doors or floors of the building by nails, screws, drawing pins or tape. Blue tack is allowed only on glass windows in King Charles Court and on glass windows/walls or plain white or concrete walls in the Laban Building.

Food and Drink

No food, alcohol or other intoxicants are permitted in the practice/rehearsal rooms. Whilst water is permitted in rooms, no cups, glasses or bottles are to be placed upon pianos, other instruments or equipment. Only bottled water is allowed in the studio spaces and no glass is permitted inside studio spaces. This stops spillages and the inevitable slips, trips or falls and any nasty glass cuts or injuries and keeps the studios as clean as possible for all users. Any spillages should be reported to Facilities or Reception so that we can get them dealt with asap.

Shoes

No outdoor shoes should be worn in the Laban Building studios – participants should be barefoot or wear dance/ballet or shoes/white soled indoor trainers. No heels or tap shoes may be worn in Laban Building studios. Outdoor shoes should be removed and kept in the cubby holes provided. Inside the studios. This protects the floors from damage and also stops the floors from getting too dirty. We do have cleaners onsite to keep all the spaces clean and clear but your assistance in this would be invaluable.

Spray deodorant/hairspray

Please refrain from using aerosol sprays in the buildings. We have a very sensitive fire protection system in all our buildings and the smoke alarms on the ceilings respond to particles. The particles in spray deodorant and hair spray can trigger the alarm, which means we would all have to evacuate the building. Aerosols can also negatively impact those with breathing problems.

No-Smoking

Trinity Laban has a complete no smoking policy and smoke alarms are situated throughout The buildings.

Access

Most floors at King Charles Court have lift access. The Laban building is fully accessible with all studios having lift access.

Parking

Parking at the Laban Building is not available unless granted special permissions.

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Bicycles shall not be brought into the building. Cycle parking is available in the grounds of the Dreadnought Building and in the Queen Anne car park next to Park Row.