



Four Seasons Studio



The Othona Community
Coast Road, Burton Bradstock, Dorset DT6 4RN

Booking Terms & Conditions

1. Access arrangements will be agreed at the time of booking.
2. Full payment is expected by 1 week prior to the event
3. The person or organisation hiring the Four Seasons Studio (the studio) shall be responsible for:
 - Observance of Licensing Regulations or other legal requirements governing use. The studio does not have a music licence.
 - Smoking only in designated outside area.
 - The health and safety of their group or event, including awareness of fire safety procedures and food hygiene regulations.
 - Appropriate and safe use of studio and equipment, visibly checking prior to use
 - The safeguarding of children and vulnerable adults in their group
 - Leaving studio and kitchen clean and tidy, including removal of all rubbish
 - Ensuring all electrical equipment is switched off and disconnected (except central heating panel), all taps firmly shut off, all lights turned off and the building locked securely
 - No animals in studio or grounds, except assistance dogs.
4. They will be responsible for any damage to the studio or contents, and any loss or damage reported to the booking secretary (**No steel heels or stilettos please, they damage the floor. No blue tack or sellotape to walls**)
5. The Othona Community reserves the right to enter the studio during the function to ascertain that the above conditions are being complied with
6. The Othona Community reserves the right to refuse to let the studio to any person or organization

Additional Information

Studio Insurance

- Employers and public liability certificates are on display in the hallway

Wi-Fi connection – Details on the wall above the router just inside the main hall.

Heating and ventilation system: is pre-set and works automatically. **Please do not attempt to adjust.**

Rates of Hire: Please contact us (see below) for current prices. (Discounts are available for charities and regular users.)

Accidents and First Aid –

- First Aid box and Accident Book in the main studio
- Also a First Aid box in the kitchen cupboard by the fridge

Fire safety

- Two Fire extinguishers in entrance hall + fire blanket in kitchen. (Serviced annually)
- Exits - front entrance and one studio door to be kept clear at all times.
- All electrical equipment including cooker to be switched off and disconnected before leaving. **Excluding heating (please do not touch heating display panels).**
- In the event of the fire alarm going off please evacuate immediately and gather in the carpark
- Please also notify the core community in community house

In the event of emergency requiring emergency services -

- Lead person to announce the situation and call emergency services.
- If no mobile signal, come to Community House and alert a member of the core community
- Second person to oversee the group, including if necessary guiding people safely out of the studio to a safe meeting point in the car park.

Kitchen safety –

- Use hand washing facility in toilets
- Clean surfaces before and after use with surface cleaner provided.
- Use equipment as instructions with care for own safety.
- Tea towels are provided

Electrical equipment – all portable equipment is tested annually

- Visually check all equipment and leads prior to use.
- Report any faults on white board in hallway or on departure form.
- Switch off and disconnect when not in use.
- Position and protect flexible cables so they do not constitute a tripping hazard and are not subject to mechanical damage.

Cleaning equipment – in store room

Finding the studio

To reach the studio, once on site, park in the main carpark and walk along the back of the main building following these signs



Bookings to Othona Office: bookings@othonawestdorset.org.uk

Payments: £10 deposit (non-returnable) on booking and balance of payment by 1 week in advance of use. Cancellations up to 1 week prior receive 100% refund (less deposit); after that there is no refund. We will send you an invoice.