



## Four Seasons Studio



The Othona Community

Coast Road, Burton Bradstock, Dorset DT6 4RN

### Booking Terms & Conditions

1. Keys to be collected and returned as agreed on booking, and payment made prior to event on receipt of invoice.
2. 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 license. 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.
  - Observance of current Covid national guidelines.
  - 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.
3. 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 on walls.)**
4. The Othona Community reserves the right to enter the studio during the function to ascertain that the above conditions are being complied with.
5. The Othona Community reserves the right to refuse to let the studio to any person or organization.

### Additional Information

**Studio Insurance** – Certificate on notice board in hallway.

- Employers and public liability.

**Wi-Fi connection** – Details on the board in the studio hallway.

**Heating and ventilation system** – Pre-set and works automatically. **Please do not attempt to adjust.**

**Rates of Hire** – Discounts are available for charities and regular users. Please inquire for further details.

- Full day rate – 9am to 6pm: £60
- Half day rate – 9am to 1pm: £35
- Half day rate – 2pm to 6pm: £35
- Evening events midweek – 6.30 to 10.30pm: from £45
- Evening events weekend – 6.30 to 10.30pm: from £75

## **Accidents and First Aid**

- First Aid box and Accident Book in the main studio.

## **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.)***
- Any rubbish to be removed from premises.

## **In the event of emergency**

- Lead person to announce situation and call emergency services.
- If no mobile signal, come to Community House and alert a member of the core community
- Second person to instruct and guide 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.
- Provide own tea towels.

## **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.
- 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.

**Bookings** to Louise Heatley: [fourseasonsstudio@othona.org](mailto:fourseasonsstudio@othona.org)

**Payments:** £5 deposit on booking and balance of payment 4 weeks in advance of use.

**We will send you an invoice.**