



APPLICATION FOR ROOM HIRE AND RENTING

Please complete this form and return it to:

Attn: Reception
CSVPA
St. Matthew's Centre
Sturton Street
CB5 8AD

Telephone: 01223 447750
Email: sturtonstreception@csvpa.com

OPENING TIMES

Monday to Friday – 6pm to 10pm
Weekends – 9am to 5pm

Event or Organisation:	
Lead Name:	

CONTACT DETAILS:

Address 1:	Telephone: <input type="checkbox"/>
Address 2:	Mobile: <input type="checkbox"/>
City:	Email: <input type="checkbox"/>
Postcode:	(Please tick which one is the best to reach you on)

BUSINESS & CHARITY:

If a charity please supply your charity number:	
If a VAT register business use please supply your VAT registration number:	

EVENT DETAILS:

Description of Class or Event:								
Date of Event or First Class Date:	(Please note the opening times at the beginning of the form and tick which day of the week you would like to book)							
	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>	
Timings: (Please allow time for setting and clearing up)	Arrival			Start				
	Finish:			Departure				
Frequency: (Please supply expected end date or tick on-going)	One-Off <input type="checkbox"/>							
	Infrequent <input type="checkbox"/>							
	Daily <input type="checkbox"/>			Until:				Or on-going: <input type="checkbox"/>
	Weekly <input type="checkbox"/>			Until:				Or on-going: <input type="checkbox"/>
	Monthly <input type="checkbox"/>			Until:				Or on-going: <input type="checkbox"/>
	Term Time Only <input type="checkbox"/>							
Numbers:	People expected:							
	Precisely: <input type="checkbox"/>		Roughly: <input type="checkbox"/>		Unknown <input type="checkbox"/>			

ROOMS AVAILABLE:

Rooms		Square Meters
Studio 4	<input type="checkbox"/>	70
Studio 5	<input type="checkbox"/>	100
Studio 14	<input type="checkbox"/>	70



Terms and Conditions

These premises are used for the teaching and learning of Performing Arts, and we are pleased to be able to open our facilities for use by the local community. Our fee is a contribution to the buildings running costs.

1. Usage

- Usage is to only be for the duration agreed at the time of booking.
- Please contact Reception if you are over running and we will do our best to accommodate.
- Please ensure that the hirer, or a responsible and named person authorised by the hirer, is present for the duration of the event.
- The studio shall only be used for the purpose for which it is intended and the Hirer may not sub-let or assign the booking.
- We ask you to remember that the building is in a residential area; so please refrain from any excessive noise or annoyance of the neighbours on your entry and exit to the building.
- Noise levels in all studios must be kept to a reasonable level. Any activities causing noise disturbing other users will be advised to reduce their noise level by centre staff.
- Evening bookings are to finish by 9:30pm, and the premises vacated by 10.00pm.
- The studio must be left in the same condition as found with any furniture returned to their original place. Please refrain from moving any AV equipment or Pianos.
- All equipment brought onto the premises must be removed.
- Please bring your own cables for ipods etc as these will not be provided. Staff will be able to provide limited troubleshooting assistance if required."
- No food or drink may be taken into the studios except bottled water.
- If you wish to film in the studios this must be agreed at the time of booking as additional terms and conditions may apply.
- Changing facilities are available on site.
- All hirers should check in with Reception upon arrival and departure from the building.

2. HEALTH AND SAFETY

- The entire premises are non-smoking.
- Alcoholic beverages are not permitted on the premises.
- For safety purposes, please do not interfere with or alter any fixtures, fittings, electrical or gas equipment.
- The Hirer must not in any manner interfere with the electrical or other services to the premises.
- The Hirer shall not bring or permit to be brought on to the premises any article which is of an offensive or dangerous nature or which might prejudice the insurance of the building.
- No fixture, decorative or otherwise, shall be affixed inside or outside the studio or building without the prior approval.
- External hirers must not exceed the maximum studio occupancy advised at booking.
- Hirers are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. CSVPA takes no responsibility for the content or health and safety of classes / sessions being run by external hirers.

3. PAYMENT (January 2018 onwards)

- All new hirers will be required to pay at the time of booking. If payment is not received within 48 hours of any provisional booking, the booking will be cancelled.
- Any cancellations received within 14 days of the booking will be subject to a cancellation fee.



- For regular bookings hire charges are payable in advance at least 7 days prior to use.
- All bookings are subject to a £50 refundable deposit. This can either be provided by cheque or credit card authorisation form.
- There is normally a minimum charge of 1 hour at the appropriate rate.
- Bookings should be made to allow time for room set up, warm up, warm down and returning the room to original state.
- Prices will be reviewed annually, or at the discretion of CSVPA.

4. DAMAGE

- Additional charges will be made if the premises are left unusually dirty, untidy or damaged.
- The Hirer shall be liable for any damage to the premises, furnishings or fittings belonging to the CSVPA occasioned by the use of the accommodation.
- Given the nature of our premises please adhere to the following guidelines within the studios:
 - No outdoor shoes
 - All shoes must be non-marking
 - For dance classes please wear indoor dance shoes and refrain from wearing trainers.
 - Please advise at the time of booking should you wish to conduct tap or flamenco classes so we can allocate your studio appropriately.
- Please report any damage or excessive marking caused to the floor upon your departure as this may result in additional cleaning costs.
- The Hirer must indemnify CSVPA against all damage done to the premises, furnishings and fittings and for any action or actions for damage or breach of law which might result from the hiring.

7. NOTICE OF CHANGE

- CSVPA reserves the right to use the premises at a particular time and in such an event will provide at least one months' notice.
- CSVPA will not be responsible for any loss suffered by the Hirer as the result of such cancellation.
- In cases of recurring bookings, both parties will provide at least two months' notice if there is to be a cancellation of all use.
- CSVPA reserves the right to cancel any booking and in such an event the deposit and fees already paid will be refunded.

Please tick the box to confirm that you have read and understood the Terms and Conditions of hiring rooms at Cambridge School of Visual & Performing Arts:	<input type="checkbox"/>
Please sign to confirm that you would like to request a booking based on the above information:
Print Name
Date