

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

## Alumni Practice Room Booking Terms and Conditions

Practice room hire 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 music alumni only and is not available for third parties.

Any guest names/collaborators must be submitted at the time of making the space booking.

## Payment Terms

Payment for 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 an Alumnus cancels all/part of their booking, Trinity Laban shall be entitled to cancellation charges as detailed below:

- Cancellation of all bookings made after payment and before 7 days of booking – 50% of the total booking value
- Cancellation of all bookings made after payment and less than 7 days of booking – 100% of the total booking value
- Cancellation of part/some bookings made after payment and before 7 days of booking – 50% of the cost of those bookings being changed/cancelled will be retained, other dates booked will be charged again in full
- Cancellation of part/some bookings made after payment and less than 7 days of booking – 100% of the cost of those bookings being changed/cancelled will be retained, other dates booked will be charged again in full
- 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 the sole responsibility of the Client to ensure the proper and responsible use of the facilities and for the proper and adequate care of their 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 the Client or their guests whilst on Trinity Laban property.

The Client 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 the Client or guests. Should any remedial work be required, the full cost of this will be charged to the Client 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**

The Client shall comply with all health and safety and emergency procedures and instructions as notified by Trinity Laban personnel. It is the Client's responsibility to notify their guests of these procedures and instructions and to ensure their compliance.

### **Use of King Charles Court**

The Client may have access to King Charles Court between the times stated in the booking confirmation. The Client 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.

The Client 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.

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.

### **No-Smoking**

Trinity Laban has a complete no smoking policy and smoke alarms are situated throughout the King Charles Court.

### **Access**

Most floors at King Charles Court have lift access.

### **Parking**

Parking is not available unless granted special permissions.

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.