

# WEXPRESIF CREATIVE ARTS STUDIOS

## STUDIO HIRE

Studio hire is available by appointment and subject to other bookings. The studio is available for hire seven days a week, 9am – 10pm (premium rates apply out with these times).

Minimum booking is ONE HOUR, however, you should allow adequate time *within* your booking to set up and tidy up, to leave promptly within your agreed allocated time.

All single bookings must be pre-paid in full with a signed agreement of terms to confirm you're booking. All agreed contracts will be on billed on a rolling basis from month to month and you will be invoiced at the end of each month.

In the event of cancellation some (or all) of your payment may be credited towards a future booking, depending on the circumstances. Please let WEXPRESIF know if you are unable to make your agreed booking in advance if possible.

Studio staff may not be in the premises throughout your session(s). It is your responsibility to respect all the studio spaces and with honesty, sign in and out to the studio on each visit, to comply with WEXPRESIFs safeguarding policies as well as entering/exiting Geddes House. Any concerns or complaints on any hirers conduct will be dealt with appropriately but please be respectful of the environment and other business users within the building.

We are happy to assist with any studio/equipment related questions/ set up, where we can, with all agreed areas kept clean for usage. If you wish to leave any equipment/materials, please speak with WEXPRESIF to ensure the allocation and safety of these items. It will be your responsibility to ensure these items are returned to the agreed area(s).

Toilets can be easily located in both directions in the corridor area leading towards WEXPRESIF. It is advisable that you make an appointment to visit the studio before booking, so you are fully aware of the set up WEXPRESIF have within Geddes House and the requirements that need to be adhered to.

## STUDIO HIRE RATES

*These are our non-commercial hire rates.* Commercial hire is available (subject to negotiation) – if you do want to hire the studio for a commercial event then please get in touch.

## WEEKDAYS/WEEKENDS

The minimum hire period is **ONE hour**, charged at a standard rate of **£15 per hour**.

For hires of three hours or more (in one booked session) a discounted rate of **£12.50/hour** applies.

If you require the studio on full day agreement (i.e. **full day** based on a 9-5 working day or a typical 8 hr allocation between our opening closing times as above.) then a discounted rate of **£55** will be applied. All agreed dates/times/payments may be required prior to confirmation, unless a rolling contract is agreed with WEXPRESIF

All rolling contracts will be agreed by WEXPRESIF and hirer, day(s) and times also must be agreed as well as an indication of how long you may require the usage of our studio space(s). All contracts will be invoiced at the end of each month, with payment to be made within 7 days of receiving invoice.

All hirers with a contract will receive a set of keys and will be reminded on the requirements of locking up of studio space(s). Please keep these safe and return when contract comes to an end.

- *Please bear in mind that any time over the set times agreed, may be charged at the extra standard hourly rate, so please factor in your setting up/tidying up time within your agreed time allocation.*
- *If you're agreed allocation runs over the agreed time slots, you will be invoiced for additional time used as per your signing in/out form, so please fill this in 'honestly'.*
- ***This form MUST be completed for safe-guarding requirements as well as your own self.***
- *Subject to availability, bookings may be extended on the day at the standard hourly rate.*
- *No refunds or credit will be issued for usage shorter than the arranged hire period.*
- *These rates apply to bookings covering core hours of business: 9am – 10pm Monday to Friday, 9am – 6pm Saturday and Sunday.*

**All booked sessions MUST include adequate time to set/tidy up and vacate the premises.**

## **CANCELLATION POLICY**

Refunds of any amount are discretionary. At WEXPRESIF we fully understand that the unpredictable can happen. In the event that you can't make your proposed booking allocation, please contact WEXPRESIF as soon as you can to discuss alternatives as we may even be able to move you're outstanding balance and credit it towards a future session.

## **TERMS AND CONDITIONS**

### **LIMITED LIABILITY**

#### **1. Terms of Use:**

Use of our studio and our equipment is AT HIRER'S OWN RISK. The Hirer hereby waives rights to seek legal redress for mishaps, accidents, and/or loss related to ***their*** actions whilst on our premises. Hirer agrees to leave the studio and adjacent grounds in the same condition as they were when Hirer arrived.

Hirers are solely responsible for any legal infractions Hirer or members of Hirer's party make during the conduct of the shoot, be they in our studio or adjacent grounds.

Hirer agrees to hold harmless WEXPRESIF Creative Arts Studios, its owner and anyone acting on its behalf for any loss, accident, or injury to Hirer's self or anyone who accompanies Hirer while on our premises.

Hirer agrees to be solely responsible for the conduct and welfare of all persons accompanying Hirer whilst on our premises.

Hirers are solely responsible for the safety and well-being of any persons the Hirer engages with whilst in the studio(s)

Hirer understands that if the dangerous or negligent practices or activities are observed, WEXPRESIF reserve the right to stop any malpractice and will ask the Hirer and accompanying parties to leave immediately.

Hirer agrees to hold WEXPRESIF and or anyone acting on their behalf completely harmless from any action, legal or otherwise, that results from Hirer's conduct.

WEXPRESIF strongly advises Hirer to be in possession of an updated PVG from Disclosure Scotland if any young person is partaking in any studio activity as well as their own Public Liability Insurance. WEXPRESIF can at any time request to see these documents, if they deem appropriate to do so.

## **2. Equipment:**

WEXPRESIF agrees to provide some BASIC equipment in good working order but makes no special guarantees as to said equipment's functionality or suitability to Hirer's purposes.

It is advisable that the hirer is has their own insurance that covers their own equipment and is fully responsible for its use whilst in the studios.

WEXPRESIF is not liable for acts out of its control that may affect any session, such as power outages, weather or emergencies. In such cases, WEXPRESIF may refund or credit a prorated portion of Hirer's payment.

## **3. Health and Safety**

WEXPRESIF will not be held responsible for any accident or injury caused by the hirer or any member of their party whilst using the studio facilities.

## **BREAKAGE AND DAMAGE**

1. The Hirer accepts responsibility for damages and breakages caused to studio equipment and premises (excluding wear and tear). Payment for any damage or breakages will be charged at market value and must be settled at the end of the hire period.

