



## Room Rental Policy

### Room Capacity

In the interest of fire protection, personal safety and current Covid-19 guidelines we have set the maximum numbers of people in each room as follows:

- Dickens Yard:
- The Hall - 75 people
  - The Studio - 30 people
  - The Makers' Station - 10 people
  - The Room - 4 people

### Rental Charges

The current charges are displayed on OPEN's website ([www.openealing.com](http://www.openealing.com)). OPEN reviews the charges on a regular basis and reiterates that prices are subject to change. In line with our manifesto to support creatives and cultural activities within the Borough of Ealing, we do not ask for a deposit and invoice in arrears.

### Bookings, Times & Availability

Requests for hire must be made in writing. Please email [info@openealing.com](mailto:info@openealing.com) We shall respond to your request within 48 hours.

Rooms are available to rent seven days (7 days) a week.

Rental times are as follows, unless otherwise agreed with OPEN

- Monday - Thursday: 9am - 10pm
- Friday - Saturday: 9am - 11pm
- Sunday: 10am - 8pm

Hirers must ensure that they and their guests leave the building quietly and be respectful of the residents living nearby.

### Payment

All invoices are raised in arrears.

At the time of booking, please advise the name, address and contact details that we should include on the invoice.

Invoices should be settled in full within 30 days from the date of the invoice.

We prefer payment to be made via bank transfer. However, we shall accept debit/card card, cheques (made payable to OPEN Ealing) and cash if necessary.

### **Cancellations**

We appreciate that hirers need to cancel their booking on occasion and request early notification where possible. However please note that we shall invoice the hirer in full if

- They cancel the hire within 48 hours of the booking
- They do not advise OPEN of the cancellation and fail to show up

### **Storage**

Unfortunately we do not have space to offer storage facilities to any hirers.

### **Insurance & Licenses**

The hirer must have appropriate relevant insurance along with any relevant licenses (including music licenses) needed for the agreed purpose of rental. This should be in place at the time of the hire and indemnify OPEN against all claims made and/or damage done on or to the premises. A copy of the certificate of insurance must be presented to OPEN before the start of the hire period.

### **Damage**

The hirer will be responsible for making good all damage done to the premises during the hire. This includes the structure, the decoration, the fixtures and fittings, the furnishings and all other contents. Fair wear and tear will be accepted. The hirer should not drag furniture across any of the floors and nothing should be fixed to any surface of the centre, we hate "blu tac"!

It is the responsibility of the hirer to

- ensure they have carried out their own risk assessments before any activity takes place
- have their own safeguarding policy which should include DBS checks where appropriate
- have a means of contacting the emergency services as there are no available telephones on site
- ensure any electrical appliances brought onto the premises must have a current portable appliance certificate provided by a competent person
- ensure that no naked flames or incense are burnt on the premises
- ensure that individuals attending their group are aware of the rules set out in this policy

Hirers must ensure the room is left as they found it. Failure to leave OPEN in a fit state for the immediate use may incur extra cleaning charges.

Any hiring of an OPEN venue is subject to all statutory and regulatory provisions current at the time. By law smoking is not permitted in the buildings. Illegal drugs should not be consumed on the

premises. The hirer/group should also not cause offence, inconvenience or nuisance to other users or neighbours of OPEN.

The hirer named on the rental agreement, or their nominated person, must be present throughout the hire period. The hirer must have a named person responsible for ensuring that emergency evacuation procedures are in place in case of fire or other emergencies.