

# OSO WEEKLY HIRER INFORMATION PACK

(updated Feb 2018)

## General Information

The OSO provides a fantastic location for weekly classes, right in the heart of Barnes, in a beautiful location overlooking Barnes Pond. Classes are usually held in Studio 3, but on occasion depending on other events they are held in alternative studios.

## Charges

Studio Hire is £35.00 for one-off studio hire, but will be discounted to £25 per hour if block-booked in advance for a term. Fees are due in full at the end of the previous term.

## Marketing

If the Hirer requires, the OSO will promote his/her classes as follows:

- The weekly timetable contained in the OSO's seasonal programme, subject to print deadline
- The OSO website
- The OSO will also provide space for postcard-size (A6) flyers
- Social media: we will share some of the Hirer's posts/tweets - please discuss with us if you would like us to do this

Please note that we cannot accommodate banners advertising the Hirer's classes.

## Children's classes

Please be aware that the OSO is an operational Arts Centre, running a box office, theatre and Café. As a result, Hirers should be aware of the following (note that it is the Hirer's responsibility to pass this information onto pupils and their parents):

- Tables are for Café customers - only food and drink purchased at the Café can be consumed in the OSO
- Parents are asked to drop off their children and then return at the end of the session, if they are not using the Café. Unfortunately, we do not have space for parents to wait
- The Café and walkways need to be kept clear of buggies; wherever possible please encourage parents and guardians to leave buggies outside the building, perhaps by using rain covers and padlocking them to the bike racks outside
- If buggies have to be brought into the building, they must be left in the corridor by the WCs
- Children must arrive already changed for their classes as we have no changing facilities
- As part of developing our performance and arts programme, we are keen to give our classes the opportunity to showcase their work – be that exhibiting artwork on the Café walls or using our theatre for termly shows or 'watching weeks' to which parents are invited. Please speak to the Centre Manager if you are interested to discuss hire options

## Adult classes

The OSO offers a convivial atmosphere for adult classes. There is a Café serving homemade food and cakes which is perfect for students to come together either before or after classes.

As part of developing our arts programme, we are keen to give our classes the opportunity to showcase their work, by exhibiting their artwork on the Café walls possibly with an Opening Night to which family and friends can be invited. Please speak to the Centre Manager if you are interested.

## Terms and Conditions of Hire

These Terms and Conditions form part of your contract for hire with the OSO Arts Centre (OSO), run by the Barnes Community Arts Centre Charity (Charity No 1150-658).

### Bookings and payment by Hirer

1. All bookings are made in writing as set out in the invoice. By paying the hire fee, the Hirer (as set out in the invoice) accepts the booking as well as these terms and conditions.
2. Full payment is required within 5 days of the date of the invoice (with the exception of hire agreements in relation to weddings). If payment is not received, then the booking will automatically be cancelled.
3. In relation to Weddings:
  - 3.1 The Hirer shall pay a deposit equating to 50% of the total hire fee, within 5 days of the date of the invoice. If the deposit is not received, then the booking will automatically be cancelled.
  - 3.2 The remaining 50% of the booking fee is payable six months before the wedding. If this is not received, then the booking will automatically be cancelled and the 50% deposit referred to at 3.1 will be retained by the OSO.

### OSO's obligations during the period of hire

4. OSO staff will be present in the building to welcome the Hirer on arrival. During the term of hire they will also be serving other customers (unless the Hirer has booked the OSO for exclusive use)
5. The OSO will provide the space clean and ready for use together with trestle tables and chairs if required.

### Hirer's obligations during the period of hire

6. The Hirer (and, where appropriate, his/her clients/guests) must:
  - 6.1 Be considerate of other users, residents and our local community and must in particular ensure music /noise is at an acceptable level so as not to disturb others. Live amplified music and DJs may only be used at weekends and must cease by 11pm.
  - 6.2 Only use the existing metal railings on the walls, or the plastic moveable doors, to attach/exhibit anything relevant to the event. If additional, temporary fixings are necessary for the Hirer's event, then special arrangements will need to be agreed in writing with the OSO Manager at the time of booking.
  - 6.3 Bring his/her event to a prompt close at the end of the hire period otherwise the OSO may impose an additional charge.
  - 6.4 Only consume alcohol purchased at the OSO, unless there is a prior, written arrangement with the OSO Manager to the contrary.
  - 6.5 Notify the OSO immediately upon becoming aware of any accident/injury at the OSO.
  - 6.6 Familiarise himself/herself with OSO fire procedures in the event of a fire.
  - 6.7 Clear the studio at the end of the hire period; in particular, the floor must be swept and all rubbish placed in a black bag for OSO staff to dispose of. Failure to do this may result in an additional charge.
  - 6.8 Take out and maintain public liability insurance during the hire period, as stated on the invoice and shall, if requested by the OSO Manager, produce a copy of the certificate of such insurance. This provision does not apply in relation to the hire of the OSO for private parties.
  - 6.9 Ensure appropriate safeguarding of those children, young people and the vulnerable who are the Hirer's clients. This includes carrying out appropriate DBS checks.

7. The Hirer must not:

- 7.1 Stick or nail anything to any of the OSO walls.
- 7.2 Move any of the grand and upright pianos or the retractable theatre seating nor place items on them.
- 7.3 Bring any vehicles onto Barnes Green.
- 7.4 Smoke any cigarettes, e-cigarettes or vape inside the OSO and must ensure that his/her guests/clients do not do so.
- 7.5 Do anything which will or might vitiate in whole or in part the public liability insurance referred to at 6.8.

**OSO limitation of liability**

8. Neither the OSO nor its staff are responsible for:

- 8.1 The safety or supervision of any children while on OSO premises for the duration of the hire period.
- 8.2 Any damage to property belonging to clients or guests of the hirer. All property brought to the OSO remains at the owner's risk.
- 8.3 Any artwork or equipment left on the premises by the hirer or his/her guests/clients.

**Hirer's liabilities**

*Death or personal injury*

9. The Hirer is liable for the loss, damage, personal injury or death arising out of or in connection with the hire (except to the extent that such loss, damage etc is directly caused by the OSO's negligence) and the Hirer shall therefore indemnify the OSO against any claim brought against it in relation to such matters.

*Damage to OSO property*

10. The Hirer is liable for any damage to OSO property or equipment, whether caused by the Hirer, its sub-contractors, employees, clients or guests, and will pay to the OSO the amount required to remedy the damage so caused.

**Cancellation by the Hirer**

11. All cancellations must be made in writing to the OSO Manager.

12. Except in relation to weddings, following written cancellation to the OSO Manager, the OSO will:

- 12.1 Refund the Hirer in full if he/she cancels up to six clear weeks before the event.
- 12.2 Refund 50% of the hire fee if the Hirer cancels less than six weeks, but more than three clear weeks, before the event.
- 12.3 Give no refund if the Hirer cancels three weeks or less before the event.

13. In relation to wedding bookings, following written cancellation to the OSO Manager, the OSO:

- 13.1 Will refund the Hirer 50% of the total hire fee paid under clause 3 if cancellation is made up to and including six months before the wedding.
- 13.2 Will refund the Hirer 25% of the total hire fee paid under clause 3 if cancellation is made less than six months but more than three months before the wedding.
- 13.3 Will give no refund if the Hirer cancels three months or less before the event.

14. For the avoidance of doubt no refund in clauses 12 and 13 shall exceed the monies already paid under the invoice.