

**Somerset Film and Video Ltd Reg'd Charity No: 1095587**  
**The Engine Room – Room Booking Terms & Conditions 2022**

**PART I: BOOKING**

Provisional bookings can be made by telephone or e-mail, but a completed booking form must be received to confirm all room bookings. Booking form is available on our website:

<https://www.somersetfilm.com/studio-hire> or can be printed on request at The Engine Room.

It is the client's responsibility to notify The Engine Room Front of House Manager of any changes to the numbers attending or other details. **Final numbers are required 48 hours before the event.** Payment is required by return.

A cancellation charge of 100% will be made if a booking is cancelled with less than 5 working days notice. This includes catering charges.

Charges are subject to VAT where applicable, at the current rate at the time of the event.

We will take all reasonable steps to fulfil bookings to the best of our ability and in accordance with details provided. We reserve the right to vary the room provided according to no's, suitability, etc..

**PART II: HIRING INFORMATION**

If catering is required, then it must be booked through The Engine Room Cafe, to ensure that our high standards of quality and service are maintained. Catering is provided by the in-house Café. You must inform Cafe staff about dietary requirements. **It is your responsibility to get dietary information from attendees.**

Technical support is available to the hirers. **It must be indicated in the booking form (with at least 5 days notice) that you require any technical support.** Additional charges may apply.

Somerset Film at The Engine Room has Public Liability Insurance. It is unable to accept liability for any loss, theft or damage occurring to any property or goods, etc, brought into or left at The Engine Room. Clients should consider arranging their own insurance cover.

Somerset Film at The Engine Room reserves the right to charge for any damage. You are requested NOT to use Blu-Tack or similar products to fix anything to the walls.

**9. Clients and persons attending their event are expected to:**

- Comply with all health and safety, licensing and other regulations relating to The Engine Room. You must undertake a risk assessment for your own activity.
- Not use any electrical equipment without prior consent of The Engine Room (ie, amplification, lighting, etc.). Any brought in equipment should have a certificate showing that it has been PAT tested.
- Not bring any dangerous or hazardous items into the building.
- Not consume any food or drink other than that supplied by our cafe without prior consent.
- Not act in an improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable request by the Duty Manager or other persons acting on behalf of Somerset Film at The Engine Room.

**PART III: OUT OF HOURS HIRE**

10. Hirers using Studio Two without the presence of a Somerset Film duty manager must:

- Take responsibility for the keys given. You must sign the form provided by The Engine Room to confirm collection /returning of the keys. If keys are lost or misplaced you will be liable for the cost of replacement. Unless agreed otherwise, you must return the key within 48h after the hire date (not including weekends).
- Leave the room as you found it, in a clean and tidy state.
- Ensure that the building alarm is re-armed (switched back on) at the end of your time in the building. You will be responsible for any damage to the building or losses if the alarm is not re-armed.

- You must read the Somerset Film Health and Safety Policy and General Emergency Evacuation Plan. If an attendee requires assistance to evacuate then you will need to provide a Personal Emergency Evacuation Plan for them. Please advise our staff if you need one.
- Take the time to **familiarise yourself with the emergency exit routes** and advise your fellow attendees. Ask them to keep personal items, such as bags, from blocking exits.
- **Keep a register of your attendees** to take with you in the event of an evacuation.
- In the event of the fire alarm sounding must ensure that all their attendees leave the building via the nearest emergency exit and notify the duty manager on call for that weekend. You will be advised of their contact number on collection of the keys. Our **fire collection point is the tree opposite the cafe entrance**.
- The Engine Room is strictly no smoking venue. This includes e - cigarettes and vapes. It's not allowed to smoke throughout premises including the backyard. You are responsible to make attendees aware of this.

#### **PART IV: HEALTH AND SAFETY**

**All visitors/ group leaders must sign in / out** using the tablet in the Cafe.

It is the Client responsibility to keep the full and updated list of event attendees (people present in the building during the hire).

The Engine Room staff provides Clients with information about the General Emergency Evacuation Plan and Health and Safety procedures on arrival.

Clients must notify The Engine Room Front of House Manager, if within attendees there are individuals who require Personal Emergency Evacuation Plan.

If any of the attendees requires PEEP, this needs to be provided prior to the event. The Client should liaise with The Engine Room staff to prepare PEEP.

Unless agreed otherwise, it's expected that the hirer arrives no earlier than 15 min prior to the event starts.

The Engine Room can not accommodate attendees waiting in the building prior to the start of an event or meeting, so please stagger the arrival of your attendees, and advise them to come in 10 mins before the event starts. If for any reason it's not possible, please discuss the options with the Cafe & FOH Manager.

#### **PART IVa: COVID- 19**

Our priority is to protect you, members of the public and our staff by minimising any risk of Covid – 19 and other easily spreadable diseases transmission. That's why we made some changes to our hire terms and conditions.

- Somerset Film is responsible to provide a cleaning compliant with the government recommendations before and after every use of our spaces. This includes:
- Clean and disinfect all the surfaces, handles, light switches, electric sockets, chairs and any other frequently touched objects (such as parts of equipment hired etc) as well as toilets, sinks, bins and floors
- Our cleaner will wear appropriate PPE and dispose of it by double bagging at any time.
- Somerset Film is due to provide hand sanitiser in each hired space
- We reserve the right to move your event to another space within our building if we believe it is the most suitable to keep you and others safe.