

# OLD DIORAMA ARTS CENTRE

## GUIDELINES & USER-AGREEMENT



### HOURS AND ACCESS

- Open hours: Mon- Fri 8:30am-10pm, Sat / Sun 9am-6pm
- Earliest access allowed 8:30am unless requested in advance
- Actual room-access times may be less, please check your invoice
- Standard hire slots: 4 / 8 / 12 hours at specific times, ad-hoc hours available
- Minimum 4 hours hire all rooms / 2 hours casting rooms / 1 hour Sage Room

### ROOM USE AND FURNISHINGS

- All rooms self-service. Your time includes your get-in, set-up, get-out
- Tables and chairs provided, these are not to be removed from the spaces
- Please advise admin team of requirements for large events or read-throughs
- Groups must bring their own refreshments and / or catering for their events
- Room-users must clear excessive rubbish / return dishes to the dishwasher
- We are not responsible for items lost or stolen on-site, rooms may be locked
- Shared storage room available for use though items are left at your own risk
- Users must notify us if making a lot of noise and / or using a PA or instruments
- Aerosols, smoke machines, steamers only permitted by advance arrangement
- General consideration of other room users is expected and noise to be kept low
- All groups must have experienced facilitators and be in charge of fire evacuation
- Please note! We're not responsible for health & safety of your individual attendees
- Diorama Arts has £5 million public liability insurance policy available on request

### FACILITIES AND EXTRAS AVAILABLE (subject to reservation):

- FREE fibre-optic WIFI to all visitors throughout the premises
- FREE use of kitchen with kettle, microwave, fridge etc to all room users
- FREE small PA systems for reservation and agreement to keep volume low
- FREE 10L hot water urn / 50 mugs and flipchart / dry erase stands (boards only)
- 2 x Casio P35 keyboard 1x Yamaha P75 keyboard - £30 full day / £15 half day
- Digital projector 3300 Lumens / HDMI & VGA (no laptop) - £30 full / £15 half
- 8 x Stronglite Classic Deluxe massage couches (no covers) - £5 each per day

### HIRE FEES, PREPAYMENT & DEPOSITS:

- Pre-payment via online bank transfer required to confirm bookings
- Payment via cash, cards or cheques for room bookings will not be accepted
- 10% discount available for block-bookings (5 consecutive days or more)
- Hire fees are subject to rises on an annual basis January every year

### BASIC TERMS:

- Diorama reserve the right to move groups to other equivalent-sized rooms
- No hire contract will be issued to you, bookings confirmed by email / invoice
- We reserve the right to cancel inappropriate or dangerous groups and events
- No unauthorized filming outside on Regent's Place Estate, a permit is required
- Diorama is fully wheelchair accessible and assistance is available on request
- Damage to rooms or equipment is to be reported to reception and compensated
- Air conditioning may be adjusted but only via request in-person at the front desk
- Please immediately report any issues with rooms (cleanliness etc.) so we may help
- Reception area available for general use to visitors of the gallery and small groups

### CANCELLATION POLICY:

- 4 weeks notice for full refund; 2 weeks notice for 50% credit note
- NB: we require a non-refundable 50% deposit for exclusive bookings

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Please note Old Diorama is a separate charity to New Diorama / NDT

Established 1981

Charity no. 283452

Company no. 1585918