



SUNSHINE INTERNATIONAL ARTS (S.i.A)
Sunshine Studios
209A Coldhabour Lane Brixton, SW9 8RU.

Contract of Hire - Studio 3

By hiring or agreeing to hire any Sunshine Studios spaces, you are entering into a contract. The following terms and conditions form the basis of that contract. Any individual or organization (including their guests and associates) found in breach of these terms will be held legally responsible and liable for the cost of any damages, whether physical or otherwise.

Before hiring the premises, you must agree to the following conditions:

BOOKING TERMS:

1. **Studio Usage:** The booking is only for the Studio stated above and communal toilets, excluding the outside alleyway, which is communal for all studios. Users of Space must not block the alleyway or disturb neighbours. Parking is not allowed in the alleyway except for drop-offs and pick-ups under exceptional circumstances. Complaints may result in the cancellation of future bookings without a refund.
2. **Booking Time:** The space can only be used on the day and times agreed with management. The Hirer must enter and vacate the premises within the contracted hours. Overtime will be charged at £25.00 per hour.
3. **Cleanliness:** The premises must be left in the same condition as found. Litter must be cleared, and full bins should be transferred to those located outside the centre.
4. **Noise Control:** Amplified music or other specifics must be agreed upon beforehand, ensuring no breach of the Control of Pollution Act or other bylaws on noise nuisance.
5. **Equal Opportunities Policy:** Sunshine Studios, managed by Sunshine International Arts, operates an equal opportunities policy, making the premises available to everyone regardless of race, colour, religion, disability, or sexuality. No abuse or harassment toward others will be tolerated.
6. **Storage:** Storage is not permitted without prior arrangement and may incur a fee. Sunshine Studios is not responsible for any loss or damage of items left in the space.
7. **Insurance:** All Hirers are responsible for their public liability insurance.
8. **Complaints:** Any complaints must be submitted in writing to the Secretary of the organization within 7 days of the incident.
9. **No Smoking and no illegal substance:** Sunshine Studios is a no-smoking facility, with smoking only permitted in **designated areas outside**. The use of drugs or illegal substances is strictly prohibited. Any fines or costs incurred due to breaches are the responsibility of the Hirer.
10. **Damage to Property:** a) The Hirer must take precautions to prevent damage to Sunshine Studios' property or its employees; b) The Hirer agrees to indemnify Sunshine Studios against any injury claims; c) Nothing can be affixed to floors, walls, ceilings, or any part of the premises without prior written consent.



SAFETY & SECURITY: (Before entering the space, access information must be read in full to ensure the security of you and the space during your tenancy. (This will be sent to the hirer once the deposit is paid.)

1. **Loss and Theft:** The Arch is in a quiet area, but it remains a public alleyway. Keep your belongings away from doors and never leave the space unlocked or unattended. Sunshine Studios is not responsible for any loss, theft, or damage of personal belongings during the hire period. The Hirer is advised to consider personal insurance coverage.
2. **Unfamiliar Visitors:** If someone you do not know enters the space, ask them their purpose. No one should be in the space without being accompanied by a Sunshine Studios staff member.
3. **Key Handling:** **Never** give your keys to anyone unfamiliar. Always return the keys to the secure key-safe box at the studio door. Anyone hiring Studio 4 will know the code to retrieve them.
4. **Health & Safety:** Familiarize yourself with the signage on the walls, as it details the Health & Safety policies.
5. **Heating:** Electric heaters are provided and may be used but must be turned off when leaving the studio.
6. **Incense and Candles:** Incense is not allowed in the studio. If using tealight candles, ensure they are placed in protective holders.

PAYMENT TERMS:

1. **Booking Confirmation:** Your booking is only confirmed after paying a 50% deposit of the total hire fee. The remaining balance must be paid at least 7 working days before your booking date.
2. **Deposit and Booking Guarantee:** Once the 50% deposit is received and confirmed, the booking for the agreed date and time is guaranteed. The organization will not cancel the booking unless the space becomes unsafe for public access. In that case, the organization will provide written notice, cancel the contract, and return the hire fee in full.
3. The preferred method of payment is via Bank Transfer:

Barclays Bank. Sunshine International Arts.

Account: 50375527 / Sort code: 20 44 86.

(PLEASE PUT THE DATE OF YOUR BOOKING AS THE PAYMENT REFERENCE)

All the above conditions are a requirement of the booking. Any breaches might result in termination of the current booking and the refusal of future bookings. Should any misuse of the space hired, or the communal facilities be identified during your booking we reserve the right to cease your booking and revoke your access to the facilities.



SPACE HIRE CANCELLATION POLICY:

Please note that cancellations and changes must be confirmed in writing. The notice period becomes effective when the organisation has received and acknowledges that confirmation.

Booking cancelled less than 7 days prior to date of event	Hirer is liable for full rate agreed for the booking . This applies to multiple and single date bookings.
Booking cancelled 7-14 days prior to date of event	Hirer is liable for 50% of monies agreed for the booking . This applies to multiple and single date bookings.
Booking cancelled over 14 days prior to date of event.	Hirer will receive a full refund minus a £20 administration fee .

BOOKING FORM: (Please fill in the booking form and send it back to us so we can better understand your event.)

Date of Event:	Numbers of attendees:
Type of Event (workshop/rehearsal/meeting):	
Contact Name (Hirer):	
Telephone:	
Email:	
Company Postcode:	
How did you hear about us?	
Booking start time (Arrival time):	
Booking end time (Premises vacated by):	
Additional Requirements/Requests:	

We recommend at least 1hr for event preparation (30 min set-up and 30 min pack down)

I HAVE READ THIS CONTRACT OF HIRE AND I AGREE TO ABIDE BY THE ABOVE CONDITIONS AND ACCEPT THAT MY DEPOSIT WILL BE FORFIETED SHOULD I NOT ABIDE BY THEM.

(Hirer) Print: _____

Signed: _____ Date: _____

Acceptance of Booking

Print: _____

Signed: _____ Date: _____

(for and on behalf of Sunshine Studios).