

SELLADOOR

WORLDWIDE

TERMS AND CONDITIONS

BOOKING TYPES, DEFINITIONS & HOURS

- Half Day Booking 4 hours (10am-2pm / 2pm – 6pm)
- Full Day 8 hours (10am-6pm)
- One Week Monday to Friday (10am-6pm)
- Full Week: Monday to Saturday (10am-6pm)*
- Three Week/Four Week bookings can be from Mon-Fri or Mon-Sat*

**Saturday hire is inclusive of a cost for additional cover for the space, outside of Selladoor's standard office hours (Mon-Fri)*

Please note that booking hours are inclusive of sign-in, setup, pack down and exit and we will not be able to extend opening and closing hours.

ACCESSING & USING THE SPACE

Selladoor Worldwide shares its building with a number of other companies including community organisations and Deptford Methodist Church, some of whom work with vulnerable beneficiaries. As such we ask Hirers and everyone they are responsible for to be mindful of this for the duration of their hire.

Entrance and exit to Selladoor Worldwide spaces is via **Door D, 1 Creek Road, London, SE8 3BT.**

Rehearsal Room access is via 27 steps up to the first floor. Lift access is available and there is access to a disabled toilet via Door A, through the Deptford Methodist Church Ground Floor foyer.

We ask that no one ventures beyond the double doors at the end of the rehearsal space corridor (except in an emergency)

Entrance to the space is via a CCTV intercom system.

For hires involving multiple parties coming and going throughout the days (e.g. castings/interviews), a member of the Hirer's team will need to be on hand to manage the door/buzzer (either via reception or intercom mobile phone system).

Hirers and those they are responsible for accessing the space(s) will be required to **sign in and out of the building** at all times, as part of our Health & Safety policy.

The Hirer must provide a full list of attendees in the building during the booking period sent at least 2 days in advance of the booked dates to the Office Manager.

If the Hirer requires a specific room setup, this can be requested up to 2 days prior to the first day - included as an option in our booking form or to the Office Manager. A full list of equipment is available to see on our [webpage](#).

It is advised to book equipment in advance to ensure availability. Additional equipment/tables/chairs may be requested on the day, but cannot be guaranteed.

Every Hirer will receive a 'Welcome to Our Spaces' Induction on the first day of their booking which will include information about housekeeping, emergency evacuation, fire safety and first aid equipment.

Rooms are not soundproofed, and as such there may be some limitations in terms of sound (e.g. fully amplified band rehearsals) to be discussed as part of the booking.

Post and deliveries may be possible as part of bookings for one week or more, but must be agreed by the Office Manager and subject to delivery instructions (to avoid out of hours/deliveries sent to the wrong door).

Damage to the space(s), equipment or facilities should be reported to the Office Manager in the first instance, and cost of repairs/replacements will be borne by the Hirer.

The space must be returned to the state it was presented in, with all rubbish and other detritus cleared away.

Pets are not allowed in the space, with the exception of Assistance animals.

Passages and exits should be kept free from obstruction.

Smoking, candles or naked flames are not permitted anywhere in the building.

It is not possible to accommodate carpentry, painting or other set building activities.

Communal areas (shared kitchen) should be kept in a clean and tidy condition.

BOOKING & PAYMENT PROCESS

Bookings are offered on a first come first served basis and can be made by filling out the form located on our website [here](#).

Once the quote has been accepted, an invoice will be raised

Payment can be made by BACS transfer quoting the invoice number for reference.

Bookings can only be confirmed upon receipt of payment, and must be received no later than 1 month prior to start date. Where a booking is made with less than a month then payment must be made immediately.

Selladoor may be able to accommodate provisional or 'pencilled' bookings hires to secure specific dates whilst plans are finalised.

Please note pencilled dates may be subject to challenge and/or released within the following time period:

Bookings for up to 3 days will be held for 48 hours from the time the pencilled booking is accepted.

Longer Hires will be held for 1 week days from the time the pencilled booking is accepted.

CANCELLATION POLICY

Refunds will not be possible if a booking is cancelled with less than 3 weeks notice, unless an alternative booking is secured during that period.

A partial refund will be discussed in good faith for cancellations if more than 3 weeks notice is given. This will also be subject to the length of the booking and the likelihood of being able to secure an alternative booking.

Altering the dates of the booking may be subject to an additional admin fee, if done more than once.

STORAGE AND LIABILITY

Any overnight storage of Hirer's own equipment must be agreed in advance of the booking.

Whilst rooms are locked every evening the Hirer acknowledges that anything left in the building is done so at the Hirer's own risk, and any damage or loss to such property will be the Hirer's own responsibility.

Any belongings left behind by the Hirer will be kept as 'lost property' for a period of two weeks, and the Hirer will be notified. It is the responsibility of the Hirer however to retrieve any items left behind.

The Hirer is responsible for ensuring all activities undertaken in the building for the duration of their booking involving children, young people and/or vulnerable adults are staffed in accordance with current legal requirements.

Selladoor Worldwide operates a zero tolerance approach to verbal and physical abuse, bullying, harassment, discrimination and the use of drugs and alcohol in its spaces for hire.

For any further enquiries please contact the Office Manager of Selladoor Worldwide at info@selladoor.com