

YOUNG ACTORS THEATRE ISLINGTON - CONDITIONS OF SPACE HIRE

GENERAL

YATI's main area of operation is weekly drama classes for 4-24 year olds, with between 600-700 of them passing through our doors each week after school and at weekends. As you can imagine this makes it imperative that anyone else coming to use our facilities is aware of the security issues that comes with being in a building like this.

1. The space(s) must be left in a **clean and tidy state** at the end of hire.
2. **Only trained individuals can use the theatre equipment**
 - *CVs of technicians must be provided prior to hire.*
3. All exits are fire exits and exit routes **must remain clear and accessible at all times.**

ARRIVAL, ENTERING & EXITING THE BUILDING

4. Doors **are not to be left open/ajar at any point**, unless manned by a company representative and with prior permission of YATI.
5. On arrival **please check in** with the Theatre Manager/Development Manager or duty staff member at the first floor office – entrance is via the door on the right as you face the building.
6. Please supply us with a list of all people who will be using the space with you
7. **You are responsible for letting in all those using the space** yourself rather than relying on the buzzer system - multiple use disrupts the day to day running of the office and agency.
 - *You are responsible for ensuring arrivals call or text to be let in especially if running late or arriving at different times and **not using the buzzer.***
 - ***This also applies to leaving and returning to the building** and a company representative must remain to let other members back in*
8. If you are holding auditions, you may have use of the area to the stage left of the main foyer leading down to the basement with prior permission from YATI
 - *You will need to ensure a company representative is available to let in auditionees/or in the circumstance of multiple arrivals at different times*
9. A note may be left on office entrance door requesting arrivals to call to be let in

USING THE SPACE

10. **Please restrict movement** to between the space you are hiring/toilet facilities
11. We would suggest bringing a “do not enter” sign to prevent accidental entry by YATI members/staff/other space hirers.
12. Please respect other classes/use of other spaces on by keeping noise/movement to an acceptable level ensuring doors are closed.
13. Use of sound/instruments/amplifying equipment **must be discussed in advance of hire**
14. Please ensure that you leave the space **as tidily as possible**, throwing away any litter in the bins provided.
15. You must ensure any **technical equipment is returned to its original state**, unless agreed with YATI otherwise
16. Please allow time in your use of the space to return it to a clean and usable state.
17. **The consumption of alcohol is strictly prohibited** (unless use of the bar facilities has been negotiated as part of the hire deal)
18. Overrunning in the space will **be subject to further charges**, especially if a class is due to start.