

Nursery Theatre Space Hire Terms & Conditions

- All theatre space bookings are at our Broadgate location, [2 Finsbury Avenue, London EC2M 2PG](#) PLEASE NOTE The Nursery Theatre and Theatre Deli are separate organisations, for any questions or permission you must contact the Nursery Theatre. Theatre Delicatessen staff are not authorised to grant permissions or answer questions on our behalf.
- Step-free access to the Theatre is possible from the Wilson Street entrance to the building.
- Payment is due in full before your booking begins unless you have a special arrangement with the Nursery.
- New customers will be asked to pay 50% non-refundable deposit in order to secure the room.
- Rooms cancelled with less than two weeks notice will incur a cancellation fee: If you cancel or change your booking less than 14 days in advance, you will be charged 50% of the rental fee. If you cancel your booking less than five working days in advance, you will be charged 100% of the rental. You are considered booked when you have confirmed your booking in writing.
- Your rental times are as stated in your email, invoice and hire agreement. You will not be able to access the theatre space before the start time on your booking. If you require setup time, please book extra time at the start of your session.
- Upon entry, please unlock all doors and keep them unlocked for the duration of your booking. This is a fire safety regulation and is non-negotiable.
- All doors in the Theatre are fire exit doors except for the door by the tech desk and bar. In the event of an emergency evacuation, please leave the building via the entrance on Wilson Street and assemble at the assembly point outside the Starbucks cafe; please wait here for instructions from a member of Broadgate Estates security staff.
- There is a basic first aid kit available on the shelf under the bar at the back of the theatre.
- The theatre must be left clean and tidy at the end of each session, with nothing left in the space that belongs to you. We do not offer storage.
- Neither the seating nor the staging may be moved without express written permission from a member of the Theatre Management
- We do not allow children without prior arrangement. Please contact jennifer@thenurserytheatre.com to discuss requirements.
- Any set, props, costume or taped markups must be completely removed when leaving the space.
- You may not interfere with any of the audiovisual or sound equipment in the Theatre unless you have express written permission from a member of the Theatre Management. This includes sound equipment, lighting rig and bar.
- A member of staff will be included in your booking to open the space and run the bar, but not to operate tech for your show. If required, you can request a tech operator for £10p/hr on top of your space booking.

- If you do not use your booking reference when paying via BACS, you will be charged a £10 admin fee as it is time-consuming and difficult to match unidentified payments to invoices
- To confirm your booking, you must sign and return the Hire Agreement two weeks before your hire begins.
- The Nursery reserve the right to refuse service or cancel bookings.