



Room Hire FAQ/Terms and Conditions:

- A map and the address for the site can be found at the following address. Do distribute this to your cast:
<http://thenurserytheatre.com/space-hire/>
- Children under 18 are not allowed at the Nursery unless by prior arrangement. Please contact Stephen@thenurserytheatre.com to discuss requirements.
- Fire exits are located in the Pink and Turquoise rooms (map below).
- There is flat access to the Nursery via a lift, and we have wheelchair accessible/gender neutral loos. The lift door measures 90 cm across, toilet door 73. The lift measures 102cm deep by 126 cm wide, with a strip of extra space where the door is.
- The Turquoise room is accessed via Orange, so please keep this in mind when booking either. Turquoise is not suitable for situations where there will be a steady flow of people in and out.
- We are open from 10am to 10pm, and access to rooms is not possible before or after.

- We offer complimentary coffee and tea, and there are a variety of cold drinks available for purchase.
- There is parking available to rent in the building, via: <https://www.yourparkingspace.co.uk/locations/show/20487328> (We are not affiliated with this company)
- Between 4-6:30 the downstairs door is closed. If your cast need to come in our out during that time, you will need to pop down to let them in, or sign out a fob in the office.
- 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 their room.
- If you cancel or change your booking less than a week in advance, you will be charged 50% of the rental fee. If you cancel your booking less than 48hrs 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. You will not be able to access the room before the start time on your booking. If you require setup time, please book extra time at the start of your session.
- Please clear your room, stack your chairs and put rubbish in the bins and recycling in the recycling bins in the hallway.
Any taped markups must be removed from the floor at the end of your booking; failure to do so will result in a £50/room fine.
- If you are running auditions, there is space for auditionees to wait, but we do not have a receptionist to greet people. If

you need someone to meet your auditionees, think about bringing an extra person.

- We are not licensed for paid public performances, but talks or informal showings can be done in any room. Green and Orange can fit 50 chairs theatre-style, Blue 35, Pink 15, Turquoise 10. Please let us know in advance if you will need extra chairs in a big room (Orange, Green, Blue).
- There is a basic first aid kit available in the kitchen.
- The Nursery reserve the right to refuse service or cancel bookings.

Special Notice, Green Room:

The green room is home to some expensive and delicate lighting/sound equipment. It can only be used by Nursery personnel. Please DO NOT:

- Use the lighting or sound desk
- Physically reposition lights
- Unplug any lighting or sound equipment. Outlets can be found all around the walls. Unplugging the desk resets it, which creates quite a lot of work for us.
- If you would like to use the stage lights or sound system, an additional £10/hour will be charged for a Nursery staff member to oversee your tech requirements. There is a 3 hour minimum on tech time.

Please also be gentle with the curtains in green, as they are likewise expensive and more fragile than they may appear. You are always welcome to ask in the office for assistance.

Floor Plan:

Please note fire escapes from Pink and Turquoise rooms.

The female toilet has been converted to be accessible/gender neutral.

