

1. The **Hirer** is expected to visit the VDT prior to booking commencement to ensure the **Studio** is fit for purpose.
2. The **Hirer** shall receive a mandatory induction on VDT acceptable **Studio** use, policies and procedures at confirmation of booking.
3. All participants relating to the booking must sign-in. It is the responsibility of the **Hirer** to provide VDT with a sign-in sheet/ register for this purpose.
4. The **Hirer** shall accept the recommended maximum capacity for the **Studio**.
5. If there are participants classed as vulnerable adults or under the age of 18, it is the responsibility of the **Hirer** to ensure that the relevant DBS checks have been obtained and these participants are appropriately supervised at all times. A copy of the **Hirer**'s Safeguarding Policy must be provided to VDT.
6. No outdoor shoes are to be worn at any time in the **Studio**, only non-marking footwear is permitted.
7. The building is shared and therefore noise levels must be kept to a reasonable level. If this is deemed unacceptable, the **Hirer** will be advised by a member of VDT staff to reduce the noise levels.
8. AV equipment must be switched off after use. The **Hirer** may use their own AV equipment by arrangement, but must ensure it is fully PAT tested at the time of the booking.
9. Any problems or concerns about the **Premises** should be reported to a member of VDT staff immediately. The **Hirer** is also expected to report any damage immediately to VDT.
10. No food or drink to be consumed inside the **Studio** with the exception of bottled water.
11. Smoking (including e-cigarettes) is not permitted anywhere on the **Premises**.
12. The **Hirer** shall ensure fire exit doors are not be blocked and no naked flames are allowed.
13. The **Studio** and **Premises** must be cleared of all belongings and left clean and tidy at the end of the hire period. All rubbish must be placed in the bins or recycling area provided.