

User :

Invoice no: AA0xxx
Date: ddmmyy

Note: If the invoice is revision a.b.c, it replaces previous invoices with the same number & lower revision letter(s).

Use of Abacus Arts facilities at 2A Browning St, as agreed;

Dates & Times of use:	Fee £
Deposit [if received]	
TOTAL DUE	=====
	£ .00

Payment details:

The deposit required to confirm a booking is 20% of the total due.

Until the deposit and signed agreement are received, Abacus reserves the right to cancel the proposed use and accept alternative bookings.

Payment in full is due two weeks before start of use, or within 28 days of this invoice, whichever comes first.

Bank transfers to Abacus Arts [**please reference the above invoice number**]

Cashplus bank, sort code: 08-71-99 Account: 0872 2553. [IBAN: GB74 NWBK 600 001 457 192 25]

Or, cheque to Abacus Arts.

Abacus Arts
 2A Browning Street
 Walworth, London SE17 1LN
 0207 277 2880

HIRE Agreement

www.abacus-arts.org.uk abacusarts@gmail.com



Application No. **AA0xxx** Made by :
 on behalf of (the User) :

to use Abacus Arts studio & breakout room facilities at 2A Browning St (the premises), as identified below;

Purpose of use :

Dates and times of use :

Please ensure the correctness of details above and of the total numbers of sessions in the boxes below.

No of mornings [8am-1pm] (a)	No of afternoons [1pm-6pm] (p)	No of evenings[6-11pm] (e)
No of 5 day exclusives (5ex)	No of 5 day 10hr blocks (5d)	
No of 6 day exclusives (6ex)	No of 6 day 10hr blocks (6d)	No of days [8am-6pm] (1d)
No of 7 day exclusives (7ex)	No of 7 day 10hr blocks (7d)	No of 24 hr days (1ex)

Extras : _____

Note 1: All 5, 6, & 7 day exclusives give continuous access, from 8am on the first day to 6pm on the last day.

Note 2: 10hr blocks are non-exclusive & if requested, clear the premises between sessions for use by others.

for the FEE of **£ FEE** or as on the website www.abacus-arts.org.uk, to be paid in full prior to the start of use or within 14 days of invoice whichever comes first.

The DEPOSIT required to confirm this proposed use is 20% of the total FEE. Cheques to Abacus Arts, or Bacs transfer to Abacus Arts at Cashplus bank: 08-71-99 a/c 0872 2553, referencing the invoice number . Until the DEPOSIT and signed agreement are received, Abacus reserves the right to cancel the proposed use and accept alternative bookings.

I acknowledge that this application is made on the basis of the 'Conditions of hiring Abacus premises' which I have read and that these conditions are accepted and will be observed by all using the premises under my/our auspices.

I acknowledge that the premises remain under the control of Abacus and this hiring is not intended to confer exclusive possession upon me/us and that accordingly no tenancy of the premises is intended to be created.

It is further agreed that:

1. The User acknowledges that Abacus gives no warranty that the premises are legally or physically fit for the purposes required by the User and that Abacus accepts no liability for any loss, damage to or injury to any person or property, or theft, liability or expense suffered by any person during or as a result of the Users use of the premises and that all persons using the premises or bringing personal belongings to the premises do so entirely at their own risk;
2. The User shall arrange appropriate insurance in respect of the potential liabilities referred to above and shall be responsible for any loss damage or injury to the premises or any fittings or furniture belonging to Abacus and shall indemnify Abacus from and against all costs claims liabilities and expenses that may arise;
3. The User shall be responsible for securing all licences and permits required lawfully to use the premises for the purposes intended and shall indemnify Abacus in respect of any failure to secure such licences;
4. All applicable regulations such as Health & Safety at Work & Electricity at Work shall be complied with;
5. All payments are non-refundable & held against cancellation, except at the absolute discretion of Abacus;
6. Abacus reserves the right to cancel a booking on not less than seven days notice (except in the event of emergencies when less notice may be given) & at any time in the event of a breach of the Users obligations;
7. In the case of non-exclusive use, Abacus reserves the right to provide studio facilities to others outside the times of the Users bookings. Any use of on-site storage facilities shall be shown above as extras and may be chargeable.
8. This agreement incorporates the Conditions but in the event of any discrepancy between the Conditions and information in this form, the provisions of this form shall prevail.

Date : Signed By : Name [print] :

for and on behalf of :

Address :

Email : Tel :

N.B. Please advise us immediately if any of the above information changes. AA031shaiv 7mar23

Conditions of hiring Abacus premises

1. Fire Exits must be kept clear at all times, and flammable materials shall not be left or displayed in the entrance hall which is a fire exit.
2. The procedure to be followed in case of fire is covered in the studio manual. The User is responsible for ensuring that all persons in the premises are advised of fire procedures and that these procedures are followed should this become necessary during the use period.
3. Smoking and the consumption of alcohol are not permitted on the premises.
4. Food and food containers shall not be left on the premises overnight.
5. The User is responsible for ensuring that the premises are kept secure during the use period. Abacus may use static webcam facilities within the premises, for security purposes only.
6. During the use period, when the premises are unoccupied, power using devices shall be unplugged, lights extinguished, extractor fans and taps turned off, windows closed, and the exit door fully secured.
7. No fixing may be undertaken to the floors, walls or ceilings. The existing notice boards and wall hooks are available for normal purposes during the use period. The roof scaffolding bars may be used, providing that forces applied to the support saddles, shall never exceed 150kg (23 stone) in any direction.
8. The 32 amp and 63 amp power sockets shall not be used, except by a qualified person.
9. The User agrees to protect all floor surfaces and coverings from any damage that may arise from footwear, equipment, sets, props, tape and markings. If steel-deck is to be used, then adequate protection shall be provided for all points of contact with floor surfaces. If tap dancing shoes are to be used, then additional surface protection shall be provided to the floor (which may be damaged by metal taps). The User undertakes to inform Abacus in advance of any such use and to arrange appropriate protection beforehand.
10. The User shall not use special effects (including smoke, real flame, pyrotechnics, dry ice, strobe lights and lasers) unless this is agreed and detailed in the use agreement.
11. At the end of each use period, the User is responsible for ensuring that the premises are left in a clean and tidy condition. All refuse, empty containers etc, shall be removed from the premises, all tape and markings shall be removed from the floor. A fee of £25 shall be charged for removal of any adhesive residue/stains or excessive refuse.
12. Where the User makes use of any chairs then at the end of each use period these shall be stacked, 5 deep, against the side of the hall adjacent to the coat hooks, or stored in the red cupboards. Carpets shall be left clean and tidy on the floor, or rolled up against a wall. Folding tables shall be stored as specified in the studio manual.
13. The User is responsible for collecting keys from the agreed collection point before the start of the use period and returning these to the agreed return point at the end of use. If keys are lost or not returned within 5 days, a fee of £100 shall be charged for re-keying the studio.
14. The User is required to notify the Lettings Officer of any breakages or other damage which occurs during the use period.
15. Abacus reserves the right to charge the User for repairs or damage caused by the User to studio equipment, doors, walls, floors, ceilings or other fixtures and fittings.
16. The Studio shall not be used at any time for events open to the public, and the User shall not exceed 45 people in the rehearsal space, without prior written permission from Abacus.