



Studio and Space Hire Terms and Conditions

By signing the Fabric Studio Booking Form you agree to Fabric CIO Studio Hire Terms and Conditions, as laid out below.

We have six studios, three within the Birmingham Hippodrome complex, on Level 5 and three in Nottingham within Space 2. Where the terms and conditions are different dependent on location this is referenced.

General Principles

Above all, we want everyone who uses the studios at Fabric to have a safe and enjoyable experience. When using a studio(s) at Fabric the Hirer will only use the studios as agreed in the hire agreement and ensure that they always treat Fabric staff and other visitors/studio users with due care and respect.

1. Hire Charges, Deposit and Cancellation Policy

- 1.1. The total amount payable under this agreement is stated in the signed Studio Booking Form.
- 1.2. A 50% deposit is required on return of the signed and completed agreement. Deposits are non-returnable, and it is not possible for us to refund your deposit in the event of your cancellation. An invoice will be raised for the remaining hire charge and payment of any outstanding balance is required within 30 days of the invoice date.
- 1.3. Cancellation by the Hirer must be confirmed in writing 14 days prior to the hire taking place. If studio space booked under this contract is unused and cancellation has not been confirmed in advance, the fee will be charged in full. You may change your booking (subject to studio availability) up to 14 days before the start of the booking.
- 1.4. VAT will be charged on all studio hires at the rate prevailing at the date of hire.
- 1.5. Fabric reserves the right to cancel the booking in the event that:
 - a) Fabric, Space 2 or any part of the Birmingham Hippodrome is closed due to fire, dispute with employees, altercation, decoration, by order of any public authority or as a result of any circumstance beyond the reasonable control of Fabric.
 - b) The Hirer becomes insolvent or enters into liquidation, administration or receivership.
 - c) The Hirer is more than 30 days in arrears with payment to any or all of Fabric, Birmingham Hippodrome or Birmingham Royal Ballet.
 - d) The Hirer fails to abide by the terms of this agreement.
 - e) It might prejudice the reputation of Fabric, and or our partners and funders.
- 1.6. In such an event, Fabric's only liability to the Hirer shall be the refund of any deposit made in connection with the cancelled booking.
- 1.7. Should Fabric need to cancel or amend a booking for any reason not specified above no less than 30 days' written notice will be provided and a full refund will be issued for the cancelled hours.

2. Hirer Obligations

On signing of a hire agreement, the Hirer agrees:

- 2.1. To adhere to these terms & conditions.
- 2.2. To adhere to the Fabric How to be Green practices attached as appendix 2.

- 2.3. To adhere to the Fabric Good Practice Guidelines for working with Children and Young People and Adults at Risk, if applicable, attached as appendix 3.
- 2.4. To ensure all participants and users of the space commit to treating everyone with professional courtesy and respect, behave in line with reasonable professional expectations and work in a way which celebrates diversity and promotes inclusivity.
- 2.5. To arrive and depart the studio within the allotted time stated on the Booking Form. Fabric will charge extra hire fees if the Hirer goes over their allotted time.
- 2.6. To take responsibility for themselves and their guests and carry out a risk assessment for their activity. (To be provided to Fabric on request)
- 2.7. To ask participants to arrive no more than 15 minutes before the start and ensure all participants have left the building by 15 minutes after the session has ended. Fabric cannot guarantee access to the premises outside hours of booking.
- 2.8. In order to prevent damage to Fabric dance floors, to ensure that their participants do not wear outdoor shoes, heeled shoes, black soled trainers or other non-dance specific shoes in any Fabric studio.
- 2.9. Not to bring electrical equipment onto Fabric or Birmingham Hippodrome without prior discussion with Fabric. Fabric reserves the right to confiscate or take out of use any electrical equipment brought on site that our staff team or the Birmingham Hippodrome Technical department class as electrically unsafe. All electrical equipment should have a current visible electrical PAT certificate.
- 2.10. Not to undertake filming or photography within Fabric premises without prior agreement. This is to ensure appropriate permission are gained.
- 2.11. The Hirer should have insurance to cover their own staff, participants, visitors, and property (to include a suitable level of public liability insurance). Fabric has buildings, employer and public liability insurance for its own activities including any incidents attributable to the provision of the spaces and equipment.

3. Liability of Fabric

- 3.1. Fabric accepts no responsibility for loss or damage to any property of the Hirer or its guests other than that which may have been caused as a direct result of any negligent or fraudulent act or omission of Fabric.
- 3.2. Fabric accepts no responsibility for accidents caused by the activities of the Hirer.
- 3.3. Any damage caused to the Fabric studios, dance floor, Birmingham Hippodrome building, Space 2 building, or its contents by the Hirer, or any individuals or groups attending the Hire, is the full responsibility of the Hirer.
- 3.4. The cost of repair of any damage caused to the building or equipment by the Hirer will be repayable in full. The cost of any loss of business by Fabric incurred due to the damage will also be charged to the Hirer in full.

4. Changing Rooms

- 4.1. There are three changing rooms with showers and toilets, two of which are fully accessible in Birmingham.
- 4.2. In Nottingham we have one accessible changing room with shower and toilet facilities which is available by arrangement. There is also a separate accessible toilet.

5. Personal belongings

5.1. All bags and belongings should be kept in the studio and not left in changing rooms.

6. Access

6.1. Please see our website for further details around access:

<https://Fabric.dance/access/>

6.2. If you have any further requirements, please let Fabric staff know in advance and we will try and support these.

7. Catering and Hospitality

7.1. No food and drink are allowed in the studio spaces except water, unless prior permission is given. Please refer to the individual guidelines for catering conditions at each site.

7.2. Fabric does not have a liquor license and as such no alcohol shall be permitted to be sold on the premises. If the Hirer wishes to bring alcohol onto the premises to be consumed (not sold, e.g. For a reception event) a separate request form will need to be completed.

7.3. Any catering or hospitality requirements for our Birmingham site must be made directly with Fabric. There are no kitchen facilities or shared spaces available. On occasion, Hirers may be given access to the Hippodrome Green Room for refreshments, subject to agreement at the point of Hire.

7.4. Hirers at Nottingham can use the kitchen and foyer spaces to prepare and consume food and drink. Hirers are required to clear up after themselves in any shared spaces. The kitchen and foyer areas are available for use as part of any hire. The kitchen can only accommodate basic catering needs. Fabric maintains a list of local catering suppliers that can be provided if Hirers wish to arrange meals to be brought in.

8. Health & Safety

8.1. Hirers must comply with Fabric's Health & Safety procedures and a briefing will be given to the Hirer at the start of each booking period.

8.2. Any accidents or injuries must be reported to Fabric staff to be recorded in the accident book.

8.3. A First Aid kit is available on site.

8.4. It is the responsibility of the Hirer to keep a register of people attending their activity/event, for use in the case of evacuation.

8.5. There will always be a Fire Marshal on the Fabric premises who will coordinate evacuation of the building should this be necessary.

8.6. The Hirer must not exceed the maximum studio numbers agreed at the point of booking.

9. Cleaning

9.1. Hirers should leave the space tidy, including putting any rubbish into suitable bins. An additional charge may be required for any extra cleaning that Fabric has to arrange.

10. Animals on the premises

- 10.1. Apart from assistance dogs, no animals are to be allowed on the premises without prior agreement.

11. Technical and Audio-visual Requirements

- 11.1. The Fabric Studios are each equipped with a music system. Any other technical or audio-visual requests must be made directly to Fabric.
- 11.2. A brief guide will be provided on the use of any equipment provided or hired. Additional technical support may be arranged with sufficient notice and subject to availability and this will be charged to the Hirer at the current rate.
- 11.3. Wi-Fi is available throughout the Fabric facilities and hirers can obtain the password from reception.

12. Marketing Material

- 12.1. Any marketing material created by the Hirer in relation to this hire and which will use Fabric's name or logo must be approved by Fabric prior to distribution/publication.

13. Smoking & Vaping

- 13.1. The Birmingham Hippodrome Complex & Space 2 are by law No Smoking buildings. If a fire alarm is triggered due to individuals not complying with the no smoking & vaping policy, all costs incurred by the activation will be charged in full to the Hirer.

14. Safeguarding of Children and Vulnerable Adults

For activities involving children and young people or vulnerable adults, the Hirer is responsible for following good safeguarding practice, including ensuring the relevant DBS checks are in place.

We require Hirers to:

- 14.1 Carry out a risk assessment that includes consideration of safeguarding and safe dance practice, particularly when working with a mixed age/ability group. This must be provided to Fabric on request.
- 14.2 Take full responsibility for any children, young people and vulnerable adults engaging in their activity, including taking a register of participants, and making sure that medical information and emergency contacts are collected and easily accessible during the Hire.
- 14.3 Abide by our rules for use of changing rooms. If we have a mix of studio uses covering adults and young people, we will designate the appropriate segregated changing facilities.
- 14.4 Comply with local authority guidelines regarding safeguarding of children. It is the Hirer's responsibility for providing their own chaperones and any licenses required for children and young people who will be performing.
- 14.5 For hires involving any children or young people attending advanced level training that is aimed at an older age group, we recommend that the Hirer obtains parental/guardian consent. This is to confirm that the child is suitably trained and fit to take part in an advanced dance session aimed at adults or older children – and is in the interest of safe dance practice.

15. Photography and Filming – Over 18s

- 15.1. Photography and/or filming for personal use is permitted only with verbal permission of all participants who are over 18 years. Signage for the studios can be provided by FABRIC to make clear that photography or filming will be taking place. For under 18s, see point 16.

16. Photography and Filming – Young People (under 18) and Vulnerable Adults

- 16.1. Photography and/or filming for personal or professional use of young people is only permitted with signed permission of their parents/legal guardians. Fabric can provide you with an example release form.
- 16.2. All children/young adults should be appropriately dressed in any photographs or film, the content of which must be appropriate to the age of the participants.
- 16.3. Particular care must be taken when it is known that a child/young person is vulnerable (e.g. subject to child protection) or with vulnerable adults (individuals with physical, sensory, learning disabilities).

17. Props

- 17.1. No props are to be brought onto Fabric premises without prior discussion with Fabric.
- 17.2. Please be aware that unless all props have been agreed, they will not be permitted for use or allowed in the building. We reserve the right to refuse permission for any props that are deemed unsuitable.
- 17.3. Failure to comply may lead to termination of the hire contract and compensation by the hirer for any damage caused.
- 17.4. If props are required, these must be agreed in writing before bringing to site. The Hirer will need to observe the following conditions:
- The Hirer must organise how the props will be installed in the building (please note that Fabric staff will be unable to assist).
 - The Hirer will need to agree the specifications of any large props prior to bringing onto either site, to ensure they can be safely transported and accommodated in the studios.
 - If relevant, arrange proper storage for the props during the hire. Fabric has limited storage facilities and may not be able to accommodate all storage requests.
 - A risk assessment must be conducted; to ensure safe access and use within the Birmingham Hippodrome and Nottingham site, this is the responsibility of the Hirer and must be provided to Fabric on request.
 - Assurance must be given that no part of the prop has the potential to damage the dance floors or studio in a way not specified above.
 - Props must be taken away promptly when the activity/event is finished and cannot not be stored on site without prior permission.
 - All hires must be able to return the studios to their original condition at the end of each day of the residency to ensure no disruption to Fabric activities. This includes removing

all props. Fabric will inspect studios and floors before and after each use to ensure this condition is being met.

- Fabric does not take responsibility if access for props can't be gained on the day for reasons beyond Fabric's control.

18. Noise

- 18.1. All Hirers must be respectful of colleagues and neighbours. Any complaints received about excessive noise making may result in a ban on any future hires.
- 18.2. All Hirers are to be aware that the Nottingham site is in a residential area. Studio windows (and the fire escape door in Studio 2) must be kept closed when music is being played or loud noise is being created in the studios. Users are to avoid making excess noise when entering or leaving the building during unsociable hours (between 21:00 – 08:00).

19. Staffing

- 19.1. A staffing fee of £17.50 +VAT per hour may be added for front-of-house personnel, if the hire is outside normal hours of cover or extra staff are needed due to the nature or timing of the hire. This will vary between our Birmingham & Nottingham sites. This will be confirmed at point of booking.

20. Variations

- 20.1. The Hires Policy may be varied from time to time and charges may be waived or reduced at the discretion of the Senior Operations Manager of Fabric only.

21. Refusal of booking

- 21.1. Fabric reserves the right not to accept a booking if it deems that the proposed use is in contravention of its charitable aims and operational policies, may cause reputational damage to Fabric, and, or its partners and funders, and is not in keeping with our role as a publicly funded organisation.
- 21.2. If a Hirer breaches the rule of the Hire Agreement, Fabric reserves the right to cancel any future bookings by the Hirer with no penalty and not to accept future bookings from said Hirer.

22. Formal complaints procedure

- 22.1. Any complaints about the hire are to be directed to the Senior Operations Manager in the first instance. Any subsequent or unresolved action arising from the complaint will be escalated to the Deputy Chief Executive.

Policy issued by Senior Operations Manager
November 2025

Appendix 1: Additional Equipment charges for each site

Nottingham

Equipment	Description	Rate
Keyboard	KAWAI ES8 electric piano & stand	£30 +VAT per day
Projector	Panasonic HD PT-EZ770 WUXGA & cradle & Ricoh PJ X2440 desktop projector	£30 +VAT per day
Lighting	Lighting grid and lanterns in Studio 1/ lighting stands and lanterns in other studios	£30 +VAT per day
Dance floor lino	2 x 10m rolls	£10 +VAT per roll/day
Dance floor tape	Black, white and transparent electrical tape	£5 +VAT per roll used
Tea & Coffee	Range of teas and coffee, served in reception. Should be booked a minimum of 2 weeks prior to the event.	£2.00 +VAT per head £2.20 +VAT per head including biscuits

Birmingham

Equipment	Description	Rate
Keyboard	KAWAI ES-120 and a sustain pedal	£30 +VAT per day
Microphone	Radio Microphone Sennheiser ew 100 G3 (wireless handheld)	£15 +VAT per day
Projector	Epson Multimedia Projector EB-X350	£25 +VAT per day Terms and conditions apply
Yoga equipment	Use of up to 20 mats & blocks & belts	£10 +VAT per day
Chairs	Polypropylene Chairs	0-10 chairs - no additional charge 11-50 chairs - £0.50 +VAT per chair (max charge £20 +VAT)
Table	White Rectangular Polypropylene Folding Table (seats 6 people)	0-1 table - no additional charge 2-4 tables - £3.00 +VAT per table
Tea & Coffee	Range of tea and coffee, served in reception. Should be booked a minimum of 2 weeks prior to the event.	£2.00 +VAT per head £2.20 +VAT per head including biscuits
Set Up charge	If 30 minutes or more is required to set up	£15 +VAT per hour

Appendix 2: HOW TO BE GREEN AT FABRIC

Turn off lights and equipment when not in use	Corridors, changing areas and toilets have automatic timed lights to save energy.
Reduce use of heating and cooling systems	Open the windows where possible instead of turning on the cooling. When the studio temperature is OK, turn off the Heating/Cooling unit.*
Reduce use of gas heating	Turn off radiators if room not in use.* Heating will be switched off when the building is empty and in warmer seasons.
Turn off electric supply to showers	Turn off the mains switch (above doorway inside or outside shower) when not in use*
Reduce water use in toilets	Use short flush for less water (all toilets have short/long flush)
Don't use bottled water	To avoid need for bottled water, in Nottingham we have a machine in foyer that filters and cools mains water for drinking. In Birmingham, we have a water fountain in reception.
Recycle	Our recycling bins take plastics, glass, paper and card
Use Eco settings on dishwasher and washing machine	These use less energy and water. Air dry-laundry when possible or use Minimum Iron: Normal on tumble dryer for energy efficiency

Green travel

Walk or Cycle	Secure cycle shelters available. Ask reception if you need access.
Use public transport – frequent buses and trams	Nottingham: NCT buses 24, 25, 27 stop right outside. Lace Market tram stop is 8-minute walk. Ask reception for more details Birmingham: The Bullring is on many major bus routes in and out of the City Centre and is just a few minutes' walk from the Hippodrome.
Arrive by train, coach or Park & Ride	Minimise air travel. Train and coach stations in easy walking distance. Nottingham: 5 park & ride sites connect to City Centre by tram. Bus link to East Midlands Airport. Birmingham: Birmingham New Street and Moor Street Stations are within easy walking distance. Easy rail links to Birmingham Airport.

*Birmingham heating/cooling/shower controls are controlled by Hippodrome facilities so points only apply to Nottingham.

Birmingham: Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB. Tel. +44 (0)121 667 6730 (Registered Office)
Nottingham: 2 Dakeyne Street, Nottingham, NG3 2AR. Tel. +44 (0)115 924 2016
www.Fabric.dance

Day to day practices.

Buy in bulk and buy eco-friendly products	Use environmentally friendly products for cleaning, laundry, kitchen and bathroom. Recycled paper for printing and stationery. We buy consumables e.g. tea, coffee in bulk to cut down packaging.
Inform operations team if projects are cancelled or hours reduced.	Operations team can turn off pre-programmed heating/air handling so not running when spaces not used.
Promote green travel to audiences and participants	Marketing materials to include information on public transport options.
Make meetings greener	Think if people need to travel or could join meeting by telephone or Zoom. Try and link meetings in an area you are travelling to, so journeys are efficient.
Make UK travel greener	Consider if a train or coach could be used rather than driving. Don't fly within mainland UK – short haul flights are the most carbon-intensive form of travel (6 times more than a train)
Make international travel greener	Consider using slow travel as an option and other international train networks.
Cross-programming to reduce travel	Look at possible connections to other programmes and schedule work to minimise need for travelling.

Appendix 3: PRACTICAL GOOD PRACTICE GUIDELINES

Ensure Dance is enjoyable and safe, and everyone can take part

- Encourage positive, constructive feedback and praise from participants and leaders.
- Maintain an inclusive approach to all work.
- Ask people what may need to be put in place to support them to participate
- Ensure the work environment is safe

Always maintain a professional approach

- Treat everyone with respect and dignity.
- Strive for equitable relationships based on mutual trust, empowerment and decision making
- Maintain high standards of behaviour, conduct and language

Definitions

A **child/young person** is anyone under the age of 18 years (Children Act 1989).

An **adult at risk** is any person aged 18 years and over who has needs for care and support and as a result of those needs is unable to protect themselves from either the risk of, or the experience of, abuse and neglect. These needs may be as a result of mental health issues, learning or physical disability, sensory impairment, age, illness or other circumstance.

Ratio of CYP/AAR to workers

The ratio of leaders/workers should be appropriate to the activity and at least to recommended guidelines. The NSPCC suggests:

- 1 to 3 children under 2
- 1 to 4 children 2-4 years
- 1 to 6 children 4-8 years
- 1 to 8 children 9-12 years
- 1 to 10 children 12 -18 years
- Children with disabilities – ratio is dependent on needs