



ALBANY DIGITAL EDIT SUITE TERMS & CONDITIONS

1. All equipment is the property of the Supplier.
2. The Albany requires at least 48 hours notice for a given booking.
3. The Hirer must provide contact details for the responsible person for each session. Access to the edit suite will only be provided once that person is present.
4. The Hirer is responsible for the equipment whilst it is in their possession and for any loss or damage whilst it is in their custody or control. The Supplier reserves the right to withhold part or all of the deposit up to the value of the equipment or damage caused. The Hirer agrees to pay the Supplier any additional amounts as may be determined necessary to repair or replace any lost or damaged items. The Hirer agrees to effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities.
5. The Supplier will not at any time be liable for any claim or damage whatsoever or however caused to any person or property rising out of the equipment. It is the Hirer's responsibility to ensure the equipment is used by competent operators.
6. The Hirer shall ensure the equipment remains safe, serviceable and clean. Any breakdown of unsatisfactory working of the equipment must be immediately notified to the Supplier.
7. Cancellation:
 - If the Hirer cancels the hire after it has been confirmed in writing, a cancellation fee will be charged to the Hirer at the rate of:
 - 35% of the hire charge if cancelled over 1 month beforehand
 - 50% of the hire charge if cancelled over 2 weeks beforehand
 - 100% of the hire charge if cancelled less than 2 weeks beforehand
 - If the hire cannot take place due to fire, demise, war, calamity, epidemics, strikes, disputes, force majeure or anything whatsoever beyond the control of the Supplier neither party shall have any claim against the other and the obligation of both parties shall cease immediately.

The Albany Users Charter

The Albany is a public building and welcomes all to use its facilities. The following information is for your benefit and for the benefit of all staff and users of the Albany. Please take the time to read this information carefully as it constitutes the expectations of The Albany with regards to your use of its services and building and extend this good practice to other spaces used for Albany activities.

PLEASE ð

Be punctual and arrive on time for your session/s (and leave your working space when required).

The Albany exists for creative purposes; be positive and willing to learn from the

environment.

Show respect for the building, its contents/equipment etc. and all those who use it.

Be considerate of other activities taking place when moving around the building. Health and Safety. There are numerous Health and Safety regulations in place for your benefit. You may request to see the company Health and Safety Policy. If you have any concerns, please report them to your project coordinators, course tutors or the front office staff.

Drugs Policy

Anyone found in possession of drugs on the premises will be banned from using the facilities.

Fire Regulations

Please read and take note of the fire regulations, which you will find placed around the building. Particularly note where the meeting point is in case of a fire.

First Aid

There are First Aid facilities and assigned First-aiders available at Reception. Please make sure that all accidents are reported and logged into the accident book. This can be found with Reception staff.

Cafe Area

Please make sure that when using the café area you throw away your litter into the bins provided and any spillages are reported to a member of staff so that it can be cleared up immediately. Similarly, please do not litter or leave ~~stuff~~ in the Albany garden.

Suggestions/Complaints/Compliments

If you have any problems or suggestions, please see your project coordinator, or if more general, someone at Reception. All our staff will be glad to help in anyway they can. A problem will get bigger if it is not resolved and suggestions/ideas are more than welcome if they are to benefit the work of the Albany.