

# Pivot Point Terms and Conditions

## ***Bookings and Charges***

- The Pivot Point scheme costs £10 per month (including VAT) and artists can join online: <https://www.thepointeastleigh.co.uk/artists/pivot-point-membership/>
- Your monthly membership lasts for 1 month from the date of purchase.
- Payments do not auto-renew so if you would like to continue being part of the scheme, please use our website to renew manually.
- You are limited to booking 8 hours per month.
- Please be advised that your booking times include any set up you may need for use of the space. As such, if you are booking for 1 hour, you must exit the space in time for the hour mark as any overrunning may impact the next hirers.
- Please be aware that your booking is not confirmed until you receive a confirmation email directly from a member of the Team.

## ***Cancellations***

- We do not charge a cancellation fee, but please let us know at least 3 weekdays prior to your booking if you need to cancel.
- In the event that a booking is made via our usual room booking service after you book ([available here](#)) The Point reserves the right to cancel your Pivot Point booking.
- We do not offer refunds for the Pivot Point membership.

## ***Catering***

- We do not offer catering for Pivot Point bookings so if you would like to book catering, please book a space via our usual room booking service, [available here](#).
- Food and drink not purchased from The Point should not be consumed on the premises.

## ***Technical***

- We cannot offer technical support and we would encourage companies to be self-sufficient in this area.

## ***Exclusions***

- Please be advised that Pivot Point is designed to support local artists through offering last minute, cheap rehearsal spaces. Pivot Point should not be used for regular rehearsal hires for upcoming productions.
- Pivot Point cannot be used to hire the space in order to run a class/classes for profit.
- All bookings through Pivot Point must be non-political as The Point is owned and managed by Eastleigh Borough Council.

## ***Facilities***

- Hirers should satisfy themselves that the facilities to be hired are suitable for their purposes.
- Hirers should provide their own laptops and other IT equipment. The Point offers access to a free wireless internet connection but does not guarantee internet connectivity.
- Information and signs should not be attached to any walls.
- Rooms should be left in the same condition and layout as they are found on arrival. Lights and equipment should be turned off and windows closed. Any cleaning or repair due to misuse or damage of the room or equipment will be chargeable.
- If the hired room is not found as expected, it is the responsibility of the hirer to inform the venue or risk paying a re-set charge.
- There is no on-site car parking available. Equipment can be unloaded in the loading bay to the rear of the building.

## ***Insurance, Health and Safety***

- Hirers shall indemnify The Point and Eastleigh Borough Council against all claims for any loss or damage to any property or injury to any person arising out of the hiring and hold valid public liability and personal property/equipment insurance as required.
- Hirers must have a responsible person report to and sign in at the Box Office.
- All entrances, gangways and emergency exits must be kept free from obstructions. Fire doors must be kept shut.
- All visitors should note the location of the fire exit routes which are clearly marked.
- If an alarm sounds, visitors should leave the building as quickly as possible using the nearest fire exit and meet at the assembly point (the Bandstand on Leigh Road Recreation Grounds).
- Hirers will be responsible for the health and safety of their delegates.
- Hirers wishing to use a cyr wheel or any other circus apparatus or other equipment that they have brought in themselves must supply a risk assessment before their booking can be confirmed. This only needs to be completed once for each apparatus per person and will be kept on file.
- No smoking will be permitted anywhere on the premises.
- No open fires, candles or unauthorised electrical equipment will be used on the premises.

- No illegal, indecent or immoral activity is permitted.

### ***Licenses and Copyright***

- Hirers must be aware of and are responsible for the payment of any fees, licenses or copyright permissions linked to their activities.