

## Terms and Conditions for Free Friday Space

### 1 General

- 1.1 Maximum capacity numbers for each room are detailed on our website and must not be exceeded. We cannot accept more people than agreed on the booking form.
- 1.2 Bookers and participants must be at least 16 and under 25 years old.
- 1.3 The hirer must leave the space as found ie clean and tidy.
- 1.4 No food or drink, other than bottled water, is allowed in the dance studios or theatre.
- 1.5 Music volume must not exceed the indicated maximum level mark on the stereo system.
- 1.6 Candles, tea lights and incense should not be used.
- 1.7 You should arrive at least 10 minutes before you allocated booking time. If you are running late it is courtesy to let us know and give an estimated time of arrival. If you are late and do not let us know we may give the room over to another activity.
- 1.8 If you have to cancel for any reason we need at least 24 hours' notice, preferably sooner.
- 1.9 Failure to meet any of these T&Cs is likely to result in future offers of space withdrawn.

### 2 Equipment

- 2.1 We can supply some equipment to help with your booking ie a sound system, flip charts, tables and chairs etc. These must requested in advance. Any on-the-day requests are unlikely to be fulfilled. Any loss or damage will have to be paid for.
- 2.2 All electrical items brought into the building must have been subjected to Portable Appliance Testing (PAT testing).

### 3 Media

- 3.1 If you have social media accounts specifically used to support your creative activities then we expect you to post positively after your booking using the hashtag #freefridayspace #platformislington. Please use Platform handles/usernames and location.
- 3.2 Any videos or podcasts that are to be made public must credit/thank Platform and Islington Council.
- 3.3 The Platform logos and Islington Council logo and branding may not be used without the advanced agreement of the marketing team.

**Please note that Platform has a zero tolerance approach to anti-social behaviour**