



Space 2: Workshop & Project Hire Terms & Conditions

Please refer also to **Space 2 Hire Terms & Conditions** for full details of hire agreement.

1. Health & Safety

- Workshop / project bookings must supply a Health & Safety risk assessment seven days in advance, to be agreed by MCAD management. **N.B. FAILURE TO DO SO MAY RESULT IN THE CANCELLATION OF YOUR BOOKING WITHOUT REFUND.**
- Workshop / project hirers are responsible for briefing all participants on fire evacuation and first aid procedures.
- Any Health & Safety incidents must be reported to MCAD management at the earliest opportunity.
- Workshop / project hirers are responsible for setting up, and putting away, their required equipment.
- All equipment and materials brought in by workshop / project hirers must conform to the appropriate safety standards, and all electrical equipment must be PAT tested.
- Equipment and materials cannot be stored in Space 2 without prior agreement with MCAD management.
- All rubbish and recycling must be bagged and removed at the end of the hire.

2. Catering

- We encourage you to use Oak Street Café either by pre-booking your catering (Sample Menus are available on request), or by taking advantage of Oak Street Café's 'meal deals' which offer discounted rates for groups. 'Meal deals' can be pre-ordered by workshop participants on the day to avoid waiting at busy times.
- If you bring your own refreshments, this can only be consumed in Space 2.

3. Marketing

- MCAD promotes its own in-house workshops and events, and reserves the right to refuse bookings that may clash with our own programme.
- External workshops and projects may be listed on MCAD's website, at the discretion of the management.
- MCAD will develop more strategic promotions for external workshops and projects, in discussion with hirers, where appropriate.