

# SE2 REHEARSAL SPACE L O N D O N

## FAQ - INFORMATION FOR HIRERS

### ARRIVAL/ACCESS

Access to the Centre during normal opening hours at The Link is via the front door on Bazalgette Way, through Arch A and down the long corridor.

If your event occurs outside of the operational hours of Arch A, the Link's main entrance area, your event/booking will need to use our rear access doors. Also if you have equipment to load or unload, this can be done at the rear doors of Arch E (The theatre, ie green arch) or Arch D (the Performing Arts Centre, 2<sup>nd</sup> set of yellow doors).

### BALLET BARRES

The dance studios are equipped with ballet barres. The main studio downstairs can have portable barres if required – please request this at the time of booking or as early as possible.

### CHAIRS

If you require chairs, please let us know how many at the time of booking. If you decide later that you need some, please ask as early as possible so we can endeavour to organise this for you.

### CHANGING FACILITIES

Visitors can change in any of the toilets in the Yellow Arch or the single toilet in the Green Arch (Theatre).

### CLEARING UP

Hirers are responsible for all clearing up and should leave the space the way they found it. Please ensure your booking slot allows time for this.

## **DAMAGES**

Hirers are responsible for damages. Any cost recovery required will be made from your cleaning & damages deposit. If breakages exceed this value, the Hirer will remain responsible for the difference and will be invoiced accordingly. Failure to meet the cost of breakages will result in further action.

## **DISABLED ACCESS**

All ground floor public facilities have good wheelchair access. There is a lift to allow wheelchair access to the first floor in the Yellow Arch – please ask a staff member if you need to use this.

## **DOOR LOCKS**

The internal doors to Arch D and E are on magnetic locks – these can be turned off on your request for your booking to allow ease of access for visitors or kept on for security and released by using the switch on the wall from the inside to allow entry.

## **FIRE ESCAPES**

There are several fire escapes that you should ensure you and your team are familiar with. Please read our Fire & Emergency manual for more details – this is available from the main office at any time or for download from our website.

## **HEATING/AIR-CONDITIONING**

We have heating and aircon at your disposal, depending upon the time of year and your requirements. In the theatre there are control panels by each of the doors. You can power it on and off by the top right button and adjust the temp on the thermostat button.

## **LIGHTING DESK**

The lighting desk should only be operated by experienced adults. It is powered by the cable at the back and cannot be turned off without removing this cable. When powering on, please allow bulbs to warm by turning them on slowly – if you fire them up too fast, the lamps can blow.

## **MUSIC**

Hirers are responsible for music licensing.

## **MIRRORS**

There are mirrors in the dance studios and on the walls of the Theatre which can be used as a rehearsal space. Hirers are expected to take care of these and ensure no damage is done.

## **PARKING**

There is ample on-street, free parking at the front of The Link along Bazalgette Way. We are not in the congestion charge zone. Visitors can use the car park to the right of The Link outside the library with no parking charges.

## **PHOTOCOPYING**

If you need to make copies, please ask at the office on the Ground Floor of the Yellow Arch. An additional charge may be made for significant amounts of copies.

## **POWER**

Power points are located around the theatre for your convenience. There is a mains power supply for more significant power requirements on the stage left corner near the fire exit. Please ask for additional extension leads etc.

## **PROJECTOR**

The projector is available and should only be operated by an experienced and competent adult. Connections is via HDMI cable which can be supplied for you upon request.

## **RECEPTION**

The Performing Arts Centre is managed separately from The Link itself, and therefore the Link's reception staff are not at our beck-and-call. However they will be glad to help you if you need assistance, but where possible please approach a member of staff from Theatre Street Performing Arts before requesting assistance from The Link's own staff. If you need to call The Link, see Useful Numbers at the end of this guide.

## **REFRESHMENTS**

Our Coffee Shop is located on the first floor in the Performing Arts Centre and is usually open during the day between approx. 11am and 7pm. Please check the notice board for variations on open hours which are subject to change.

Teas and coffees, snacks and sandwiches can be purchased from the Coffee Shop and you are welcome to use this area as a relaxation spot when the Coffee Shop is open and staffed. The Coffee Shop takes cards, cash and Apple Pay.

## **SEATING**

The Theatre can be hired with or without the bleacher seating. This takes at least half an hour and two staff members to undertake to prepare or retract so please be certain to let us know your requirements in advance. When out the seating provides 160 seats when used to the outer edges, 96 seats if using just the central section.

## **SOUND DESK**

The sound desk should only be operated by experienced and competent adults. Please power the sound desk on BEFORE powering on the sound desk, and likewise power the amplifiers down BEFORE powering off the sound desk. There are 16 input channels and stereo inputs.

## **TABLES**

If you require tables, please let us know at the time of booking. If you decide later that you need some, please ask as early as possible so we can endeavour to organise this for you.

## **TOILETS**

There are toilets situated on the ground floor of the Yellow Arch near the main entrance. There is one unisex toilet near the far doors of the theatre space. Please leave the toilets in good condition.

## **WIFI**

In the theatre use the BTHUB wifi with the password Hamilton2018. In the Centre next door, use the EXTBTHUB with the same password.

## **Useful Numbers**

Main office	020 8312 1659
The Link reception	020 3828 4950
Out of hours mobile	07778 794178 (only for use as a last resort)