



Room Hire Information

Arts Theatre

6/7 Great Newport Street
London
WC2H 7JB

Second Floor: 'Front Room', 'Pigeon Loft'
(Studios)

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| 1 | Advanced Client Information |
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Once you have secured your booking with us for one of our studios, you will then be presented with this document for review. Please read the information carefully.

PLEASE ENSURE THAT NO MORE THAN 60 PEOPLE ATTEND YOUR BOOKING. THIS IS INCLUSIVE OF STAFF, TUTORS, OR INSTRUCTORS.

Before attending our site, please ensure you have;

- Assessed the individual needs of your group and initiated your own risk management for safe working
- Taken time to consider our establishment and facilities and feeling confident with our environment. It is vital for us that you feel safe in our premises so please ensure you are confident with our arrangements
- Manage your booking independently once onsite – we will provide advanced information to you
- Understood that we have no first aiders onsite during your booking
- Provide a risk assessment **IF** your booking includes children or young people under 18
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- Before attending our site, we will provide;
 - The access codes to the studios and route map for access
 - Contact information there are any issues during your booking
 - An evacuation plan in case of emergency
 - A procedures guide to entering the venue independently

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| 2 | Room Hire Rules |
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- No full band rehearsals (vocal & keyboard are ok but drums etc will cause disturbance to other room hires & offices)
- If your hire is scheduled to run during a matinee in our main house, please note that no live instruments or amplified music can be played during this time and noise should be kept to a minimum on the stairways as it bleeds into the theatre.
- Auditions: Hirers cannot ask auditionees to wait outside the room or on the staircase at any time. They can be asked to wait in the foyer and be collected from there.
- The rooms are meant for rehearsals but if you wish to invite an audience you will a) need to be sure that the capacity including audience and artists does not exceed 60 and b) you will need to take care of getting the audience to and from the rehearsal room. You are welcome to ask them to meet in the Arts Theatre foyer but as all doors are coded, you will either need to provide them with the codes beforehand or have someone come and collect the guests and bring them to the rehearsal space. **Please note, the Arts Theatre staff cannot give out the codes to your guests.**



- The rooms are not licenced so you can never bring alcohol on to the premises.
- **Do not pin the doors open at any time, the doors must be closed for security/safety reasons.**
- Please note, there is no level access to our rehearsal rooms.
- Please be aware that both studios contain Fire Fighting Equipment which is monitored and certified regularly. You must never use this equipment to pin back any of our studio doors as this goes against our fire safety policies on site. Studio doors must never be wedged open for noise management and fire safety.
- **Please leave the room as you found it. At the end of your hire, if you've use tables and chairs, please stack them neatly and move tables to the side of the room so the space is clear for the next hirer.**

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| 3 | The Front Room |
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The Front Room is our front facing studio on the second floor at the Arts Theatre. The space can accommodate a total occupancy of 60 people.

Access

On arrival, please come to the GOLD DOORS located at 6 Great Newport Street. On the right-hand side of the doors, there is a keypad for entry. Please use the code **7012** for access. NOTE: **The door must be closed behind your party. Please also limit where possible, the need for people going in and out of this area.**

Once inside, please make your way directly up the black staircase. You may see the Covent Garden Social Club in action – this is our partnership bar on the 1st floor. Please continue past this area up the stairs to the second floor where you will reach the Front Room. The code for this space is **C1963**.

Toilets

You will note on the staircase that there is a toilet facility on the stairs. Please use this during your booking but we kindly ask that you leave it as found.

Facilities

We have chairs and tables in each space. The Front Room has plenty of windows that can be opened for your comfort if required. The heating can be turned on if required, we have radiators in both rooms.

The space has been stripped to allow for a variety of bookings. We can unfortunately not accommodate any additional items in our studios so please assume that they are a blank space.

Support

If you have any issues please call the box office between 10am and 6pm on 02078368463 or email boxoffice@artstheatrewestend.co.uk, rooms@artstheatrewestend.co.uk or visit the Foyer of the Theatre if on site and our staff will be happy to help.

Cleaning



Please ensure that our rehearsal spaces are left as they were found. Please ensure that all rubbish is in the bins and that tables and chairs are as you found them.

Water

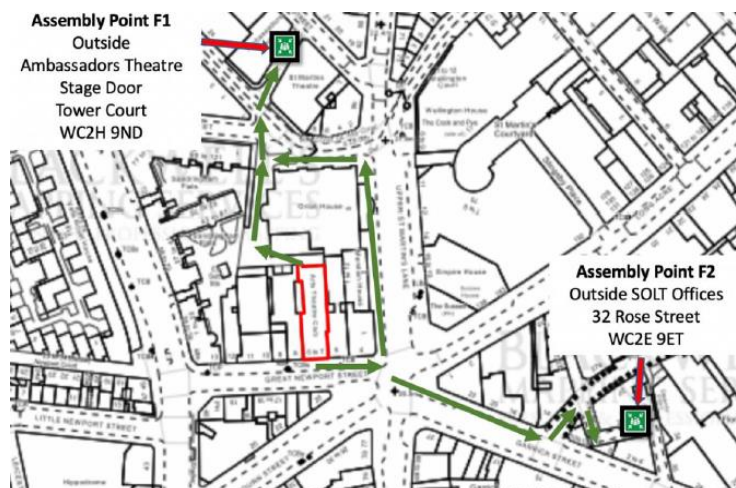
For your comfort, there is a water station in the communal area which is at the back of the Front Room studio and at the top of the Pigeon Loft. Please follow the signs for this.

WIFI

Please use: ArtsPublic1 Password: @rtP1675

Emergency Action

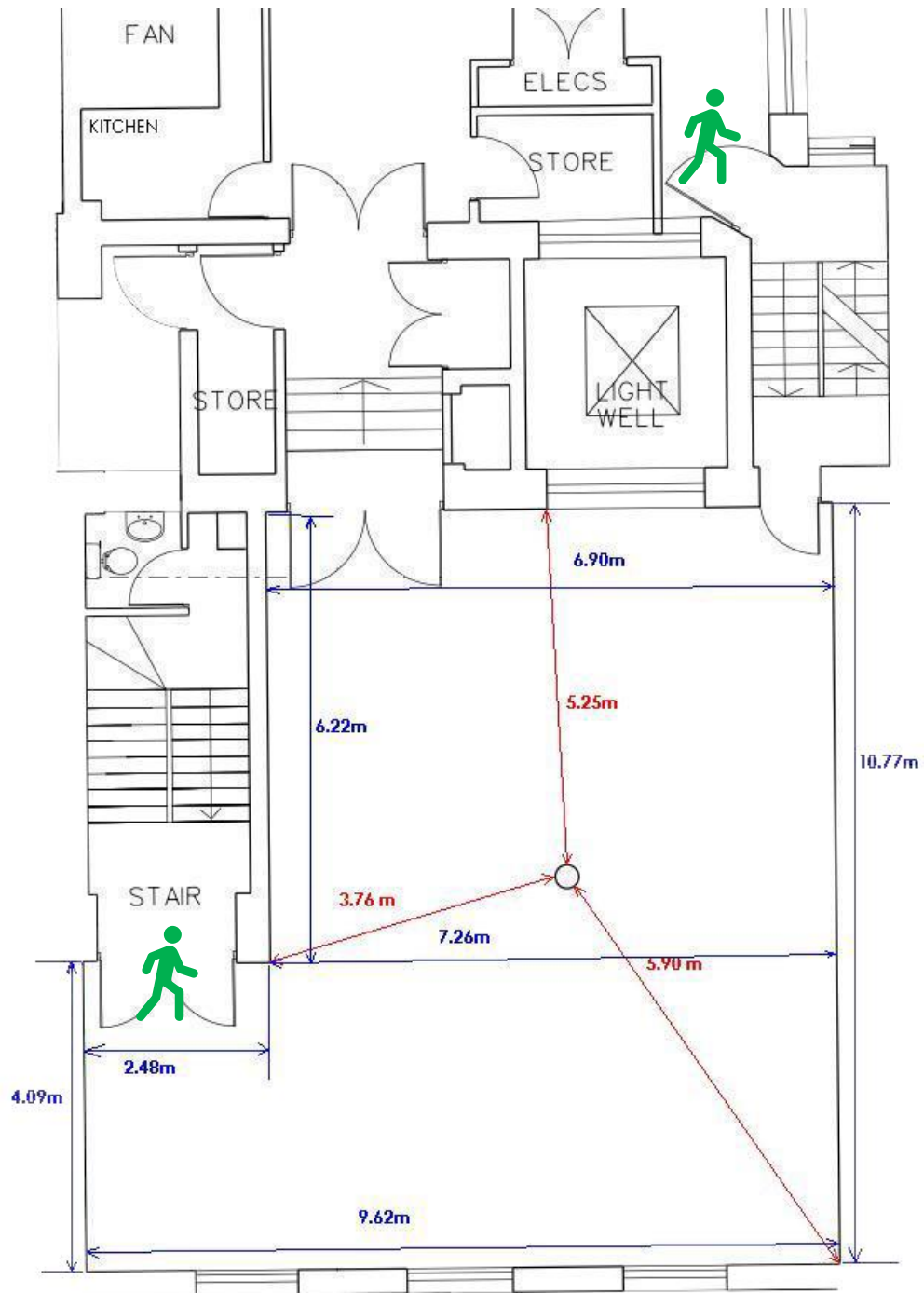
If you hear the fire alarm, please leave the site immediately and report to the main egress point located outside the Ambassador's Stage Door. If for any reason you believe this area to be compromised, or if you feel unable to get here safely, please use our secondary point outside the SOLT offices on Rose Street.



Your nearest fire exit is through the Front Room entrance where you entered the venue OR through the Pigeon loft studio (adjacent to the front room). Go through into this space and out of the studio, down the stairs until you see the sign 'EMERGENCY EXIT FROM PIGEON LOFT THIS WAY' – go through this door using code C17394. Once through, turn left and then a sharp right through the black door. This will then bring you out back to the gold door staircase.



Specification of Space



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| 4 | The Pigeon Loft |
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The Pigeon loft is our back-facing studio on the second floor at the Arts Theatre. The space can accommodate a total occupancy of 60 people.

Access

On arrival, please come to the GOLD DOORS located at 6 Great Newport Street. On the right-hand side of the doors, there is a keypad for entry. Please use the code **7012** for access. NOTE: **The door must be closed behind your party. Please also limit where possible, the need for people going in and out of this area.**

Once inside, please make your way directly up the black staircase. After the first staircase you and turn up to the Social Club Bar on the 1st floor or continue up the black stairs with white tape on the footing (please do this). You will see a door marked 'Pigeon loft this way' – the code for this door is **C17394**. Once through, go straight past the toilets to the second code door which is also **C17394**. Pass through here straight until you hit the grey staircase – from here you can go up one flight to reach the Pigeon loft studio. The code is again **C17394** for this room.

Toilets

The toilet facilities are on the right-hand side as you come through the first pass door. These also belong to the Social Club so please leave them as found. Follow the 'Pigeon Loft Emergency Exit' signs for your attendees to find these facilities.

Facilities

We have chairs and tables in each space. The Pigeon Loft has air con, controlled by a panel on the wall opposite the kitchen. The heating can be turned on if required, we have radiators in both rooms.

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Water

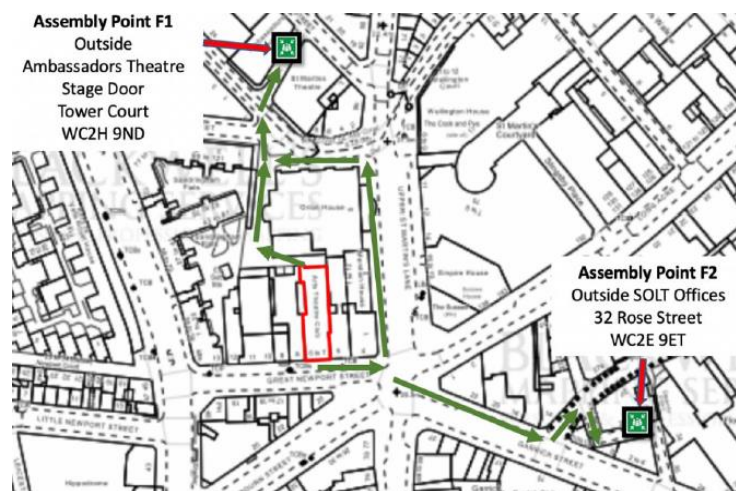
For your comfort, there is a water station in the communal area which is at the back of the Front Room studio and at the top of the Pigeon Loft. Please follow the signs for this.

WIFI

Please use: ArtsPublic1 Password: @rtP1675

Emergency Action

If you hear the fire alarm, please leave the site immediately and report to the main egress point located outside the Ambassador's Stage Door. If for any reason you believe this area to be compromised, or if you feel unable to get here safely, please use our secondary point outside the SOLT offices on Rose Street.



Your nearest fire exit is either back through the route you entered OR cross the studio to the 'Front Room' studio. This will lead you out and down the stairs to the gold doors.



Specification of Space



