

PRIMARY HIRES Terms and Conditions

These terms and conditions ("Terms") govern the hire of space at Primary (the "Venue") and constitute a legally binding agreement between the hirer ("Hirer") and the Venue. By booking and utilizing the Venue, the Hirer agrees to abide by these Terms.

Booking and Payment:

1.1 The booking of the Venue shall be confirmed upon receipt of a completed booking form and the required deposit or full payment as agreed upon.

1.2 Payment for the hire of the Venue shall be made in accordance with the agreed terms outlined in the booking agreement. Failure to make payment in full by the agreed date may result in the cancellation of the booking.

Use of Space:

2.1 The Hirer agrees to use the Venue only for the purposes specified in the booking agreement.

2.2 The Hirer shall not sublet, assign, or otherwise transfer the booking to any third party without prior written consent from the Venue.

2.3 The Hirer shall not use the Venue for any unlawful or prohibited activity, including but not limited to activities that may cause damage to the property or disturb other occupants of the building.

2.4 The hirer will leave the space clean and tidy and return it to its original state.

Damage and Liability:

3.1 The Hirer shall be liable for any damage caused to the Venue or its contents during the hire period, including but not limited to fixtures, fittings, and equipment.

3.2 The Venue shall not be liable for any loss or damage to the Hirer's property or belongings left on the premises.

3.3 The Hirer is responsible for obtaining appropriate insurance coverage for their event, including public liability insurance, and shall provide evidence of insurance upon request.

Cancellation and Refunds:

4.1 Cancellation of a booking must be made in writing to the Venue at least 14 days prior to the scheduled hire date.

4.2 In the event of cancellation, the Venue reserves the right to retain all or a portion of the deposit or payment made by the Hirer, as outlined in the booking agreement.

Security and Access:

5.1 The Venue reserves the right to require security personnel to be present during the hire period, at the expense of the Hirer, if deemed necessary.

5.2 The Hirer shall comply with all security and access procedures specified by the Venue, including but not limited to entry and exit times, key collection, and return.

Indemnification:

6.1 The Hirer agrees to indemnify and hold harmless the Venue, its owners, employees, and agents from and against any claims, losses, damages, liabilities, and expenses arising out of or in connection with the Hirer's use of the Venue.

Miscellaneous:

7.1 These Terms constitute the entire agreement between the Hirer and the Venue and supersede any prior agreements or understandings, whether written or oral.

7.2 Any modifications or amendments to these Terms must be made in writing and signed by both parties.

Primary is a working building, and our resident artists have 24/7 access to their studios and to communal spaces. Please consider when making your booking whether this would be appropriate for your event, and feel free to discuss this with us in further detail.

Please note that if any cleaning, repainting, or other work is necessary following your hire, there will be a charge to you of £50 (per day, as required) for a cleaner and £120 (per day, as required) for a technician to restore the space.

By booking the Venue, the Hirer acknowledges that they have read, understood, and agree to abide by these Terms and Conditions.