

Studio 6 Old Cottage Hospital Studios Ledbury



Studio 6 is situated in the recently refurbished, Award-Winning Old Cottage Hospital Studios in Ledbury.

It is run by the Ledbury & Area Development Trust and is available for hire by local groups and organisations.

It is 382 sq ft (36 sq m) and can be arranged in a variety of ways to match your requirements for meetings, discussions, seminars, presentations, and workshops. It has WiFi connectivity and layouts include:

- One 'Board Table' - round, square, oblong or any combination plus chairs arranged for 2 to 14 people
- Separate tables and chairs – arranged for up to 14 people
- Chairs only – arranged for 20, plus presenters

Studio 6	Hire Cost	Comments
9.00am – 1.00pm	£15/hr x 4 = £60	Minimum hire £30
1.00pm – 5.00pm	£15/hr x 4 = £60	Minimum hire £30
5.00pm – 8.00pm	£15/hr x 3 = £45	Minimum hire £45
Flip Chart/Board/Pens	£10	
Digital Projector & Screen	£55	
Tea/Coffee/Water/Biscuits	£1.25 per head/per serving	Self-service
Buffet	Price on application	Provided by local suppliers
WiFi Connectivity	£5 per hire	

NB: Please note that Studio 6 is not suitable for Confidential Meetings as it is open-plan

If you would like to hire Studio 6 please complete our Booking Form which can be downloaded from our website at www.ledburyadt.org. For further information please call 01531 636304 or e-mail rogerpayne@ledburyadt.org

(We are unable to offer car parking but a number of car parks are available a short walk away in the centre of town)

Old Cottage Hospital Studios, The Homend, Ledbury, Herefordshire, HR8 1ED
01531 636304 enquiries@ledburyadt.org www.ledburyadt.org
Company Limited by Guarantee Registered in England and Wales No: 5324546

Booking Form

Contact Name		
Organisation		
Address (inc postcode)		
Tel		
e-mail		
Brief description of purpose of meeting		
Date		
Time From		Insert total hours here: /hrs @ £15/hr = £
Time To		
Flip Chart/Board/Pens	Yes/No	£10
Digital Projector & Screen	Yes/No	£55
Tea/Coffee/Water/Biscuits	Yes/No	£1.25 per head/per serving
Buffet	Yes/No	Price on application
WiFi Connectivity	Yes/No	£5 per hire
Total Cost of Hire*		£
No of People (Max 20)		
Layout required (Please give brief description)		
Special Requirements (eg access requirements)		
Payment - required in full, at least 1 week before the date of hire	*Please send a cheque for the total cost of hire as shown above (made payable to Ledbury & Area Development Trust) with this booking form, which should be returned to Ledbury & Area Development Trust, Old Cottage Hospital Studios, The Homend, Ledbury, Herefordshire, HR8 1ED	
I have read and agree to abide by the Conditions of Hire	Please sign here:	

Conditions of Hire

The person signing the Booking Form will be held responsible for:

1. Checking before the hire date that Studio 6 is suitable for their requirements
2. Paying the hire costs in full at least 1 week before the date of hire
3. Overseeing the appropriate behaviour of people using Studio 6 during the period of the hire
4. Ensuring all people using Studio 6 evacuate the building on hearing the fire alarm and that they gather together on the opposite side of The Homend outside the Methodist Church
5. Ensuring that Tenants of the other Studios and flats are not inconvenienced in any way during the period of the hire
6. Ensuring that nothing is stuck or otherwise fixed to any walls
7. Ensuring Studio 6 and the kitchen are left clean and tidy at the end of the hire
8. Paying for any damages to Studio 6 and the kitchen that - in the opinion of the Ledbury & Area Development Trust's Management Team - occur during the period of hire. The Ledbury & Area Development Trust's Management Team shall not be responsible or liable for any damages to, or loss of property, articles, or objects placed or left on the premises by the hirer
9. Paying a cancellation fee in the event that the hirer cancels the booking once payment has been received by the Ledbury & Area Development Trust. This fee will be 50% of the total hiring fee if cancellation takes place up to 7 days ahead of the booking date and 100% of the total hiring fee if cancellation takes place less than 7 days ahead of the booking date. This fee may be waived at the discretion of the Ledbury & Area Development Trust's Management Team
10. Accepting full responsibility for and indemnifying the Ledbury & Area Development Trust's Management Team against all costs, charges, and claims in respect of injury to any person using the premises. The Ledbury & Area Development Trust's Management Team may ask to see a copy of the hirer's Certificate of Public Liability Insurance before the booking is confirmed

The Ledbury & Area Development Trust's Management Team reserves the right to:

1. Amend the published fees at any time prior to a booking form being accepted from a hirer
2. Remove, or cause to be removed, from the premises any person acting in a manner which may be discriminatory, undesirable, inappropriate, harmful, offensive, obscene, or illegal, or anything that may constitute a breach of the peace
3. Allow the use of other parts of the building during the period of hire and to allow the common use of the entrance lobby and toilets
4. Cancel the hiring agreement for any good reason beyond its control and in that event to return all fees to the hirer
5. Retain contact information about the users of Studio 6 in accordance with the Data Protection Act 1998