

Terms and Conditions

Making Space

In the following terms and conditions, the booker of Making Space will be referred to as the Artist. The Tron Theatre will be referred to as the Manager.

By making a booking through The Tron's Making Space programme, the Artist agrees to abide by the terms and conditions below.

Payment

The Manager will send the Artist an invoice via email, which the Artist must pay **within 24 hours of receipt**.

If the Artist is booking a Making Space for the following working day, payment must be received **no later** than 5pm the day before. For instance, an enquiry on Tuesday for a Wednesday booking must be paid for by 5pm on Tuesday; and an enquiry made on Friday for a booking on the following Monday must be paid for by 5pm on Friday.

Due to the first-come, first-served nature of Making Space, bookings are not confirmed until payment is received. On-the-day payment will not be accepted.

Cancellation

In the case that the Artist wishes to cancel their Making Space booking, the Artist must inform the Manager as soon as possible. In this case, the Artist will be eligible for a refund if their cancellation request is received by the Manager a minimum of 2 working days in advance of the booking date. For example, if the booking is on a Monday the Artist must contact the Manager about their cancellation before Thursday at the latest to qualify for a refund.

For cancellations made by the Artist less than 2 working days in advance of the booking, the Artist forfeits the prepaid booking fee.

In the case that the Manager requires to cancel the booking, a full refund will be made to the Artist, and the Manager will endeavour to arrange an alternative booking date for the Artist.

Artistic Team

At the point of booking, the Artist must provide the Manager with names and contact details (email and/or telephone number) for all persons attending on the day. The Artist undertakes to inform the Manager if the attendees of their Making Space booking changes significantly. The Artist will be considered the Main Contact for the booking, and as such they undertake to inform the Manager if their contact details change.

Use of the Space

The Artist's booking is conditional on their respectful use of the space. As such, the Artist agrees to use the space appropriately, including:

- Leaving the space as you found it.
- Not bringing any materials or items onto the premises which might be deemed dangerous/ hazardous/ potentially damaging to persons or property.
- Treating venue staff and members of the public using the venue with respect. Abuse or violence of any kind will not be tolerated under any circumstances.
- Being mindful and respectful of the other activities happening in the building. This includes respectful noise level and behaviour in communal areas of the venue.

If the Artist breaches these conditions, the Manager reserves the right to end the booking prematurely and requiring the Artist to leave.

By booking a Making Space, the Artist confirms that the work they are rehearsing or developing in the space is not racist, sexist, homophobic, transphobic, ableist, or in any way designed to incite hate crimes or violence. The Manager reserves the right to reject or cancel a booking at their discretion if they learn that the material being rehearsed or developed is in breach of any of the Tron's policies pertaining to inclusivity. Tron policies can be found here: <https://www.tron.co.uk/vacancies-opportunities/equality-diversity-inclusion/>

Access to space

The Artist will have access to the space from 10:30 – 17:00 on the date of their booking, unless otherwise specified. The Artist must sign in and out of the venue at the Box Office upon arrival. The Artist will not have access to the room they have booked outside of these hours, unless this has been agreed in writing with the Manager in advance.

The Artist will have access to their rehearsal space and public areas of the building only. No access to backstage, green rooms, dressing rooms or staff-only areas (including food preparation areas) will be permitted.

The Tron café / bar is open 11:00-16:00 daily, except on days where a show is being held at the Tron on which dates the bar will be open until 23:00. Food and drink purchased from elsewhere cannot be consumed in the café / bar area during these hours: however, the Artist may bring in their own food and drink to consume solely in the rehearsal space if they wish.

Technical Support

No technical or production support will be provided by the Manager's staff to the Artist during the booking.

Please note that no props or costume may be stored at the venue following or in between bookings.

Risk Management / Health and Safety

The Artist is liable for all activity happening in the space and as such the Manager is in no way liable for injury or accidents suffered by the Artist's team during the booking. The Artist is responsible for any insurance required for the work.

If the Artist is planning any potentially hazardous activity during their booking, the Artist undertakes to supply the Manager with a risk assessment more than 5 working days in advance of the booking. A template can be downloaded [here](#). The Manager reserves the right to cancel the booking if the proposed activity breaches the Tron Theatre's health and safety policies, or if the Manager deems that there is not sufficient Risk Management in place.

The Manager reserves the right to ask for further information about the planned activities in the space which might be relevant for evaluating potential risks.

First Aid Kits can be retrieved from Box Office or the Admin Office if required. In the case of an accident, the Manager will direct the Artist to their First Aid trained members of their staff. Any accidents must be reported to the Manager.

In the event of a fire:

Upon entry to your space, the Manager will indicate the nearest emergency exit.

A fire alarm will sound. All Fire doors will also close automatically, and all internal Fob entry door locks will release.

Leave the building immediately and do not stop to pick up any personal belongings. Please leave using the nearest safe Fire Escape route. These are signposted by the green running man emergency exit signs. Do not return for any personal belongings or re-enter the building once you have left it, until you are instructed that it is safe to do so by the designated Fire Marshal.

Make your way to the Fire Evacuation Assembly Point, on Parnie Street or Chisholm Street. There will be a muster point located directly across the road from each fire exit, for you to gather and make yourself known to a member of Tron staff.