

Cockpit Studios - Users' Guide

Arriving - When you arrive, please sign in at reception. The receptionist will give you access to the studio and can answer any queries you might have. It is your responsibility to let all members of your group know what time to arrive and where to wait, as they should not go into the space before the agreed start time as it may disrupt another company.

Please note: the studios are only accessible via a spiral stairway, please take this into account when hiring.

Setting Up & Clearing Up Time - The times you agree when you book a studio are bookend times - this means you will not be able to gain access to the studio before the agreed time and must allow time for clearing up at the end to be out of the space promptly.

Any extra time taken without prior arrangement is charged by the hour (minimum of £8). Repeat offenders will be fed to the lions... or just put on our blacklist.

Payment - Payment will need to be made before your hire & you will receive a Studio Hire Receipt to confirm what you've booked. **Your booking is not confirmed unless it has been paid for.**

On rare occasions when studio users leave a mess or cause damage, we do charge for cleaning and repairs. Special care should be taken of the dance floor in Studio 1.

Bookings and Cancellations Policy - We accept cancellations subject to two weeks notice, in advance, and will refund fee paid minus a 15% admin charge (minimum of £8). Cancellations with less than two weeks notice are charged at full rate. We will reschedule your booking at your request, subject to availability. Transfers are made at our discretion, are subject to a 15% admin charge (minimum of £8) and can be denied at any time.

Unfortunately we cannot leave less than two hours between daytime bookings (10am - 6pm) in the same studio when being hired by the same person or company.

Health & Safety - You are responsible for your own company so please conduct a risk assessment - let us know if you want to pop in and do this. Please familiarise yourself with safety notices, do not prop open fire doors or move fire extinguishers. Anyone under eighteen should be suitably supervised. Further information - www.thecockpit.org.uk/house_rules
We do not allow any food or drinks (excluding bottled water) in any of our studios. If you have a reason to make an exception to this rule, please email studios@thecockpit.org.uk.

Auditions & Castings - If you're holding auditions or castings please note that we will direct people to wait in the foyer, as there is no waiting area outside of the studios, and so you will need someone in the foyer at all times to receive your auditionees.

Cleaning - Please leave all spaces as you'd hope to find them. There is cleaning equipment available from reception. You are welcome to use the foyer to eat and drink.

Saying Goodbye - When the space is cleared of people, things, and litter, please stop by reception to sign out let us know that you have finished. Apart from anything, we like to say goodbye but it's also a chance to get feedback about the space, as well as an opportunity to hear about your project or class and how it's going.

Anything Else - If you have any questions or queries, please don't hesitate to contact Reception via email: studios@thecockpit.org.uk or phone: 0207 258 2925 (lines open between 10.30am - 6pm Monday to Friday & 12-6pm on Saturday's).