

JERWOOD SPACE

GUIDELINES & CODE OF PRACTICE

Welcome to the Jerwood Space

We have prepared the following information to introduce our facilities and help you get the best results while you are here. If you have any questions about these or any other points, please contact Reception.

PLEASE CIRCULATE TO THOSE WORKING WITH YOU

We hope you have a productive and enjoyable time working here

Getting here

The Jerwood Space is located in the middle of Union Street in the Bankside area of SE1. We're 3 minutes walk from Southwark (Jubilee Line), 4 minutes from Borough (Northern Line) or 10 minutes from London Bridge and Waterloo stations. Tate Modern and Shakespeare's Globe are just five minutes away. All contact information is on the website: www.jerwoodspace.co.uk.

Reception

Jerwood Space staff are based at Reception, just beyond the Gallery, and will be pleased to help you at all times. Any post or messages can be collected here (please check your relevant pigeon-hole). See below regarding deliveries of larger items.

Opening times

Weekdays 9am–9pm (unless otherwise arranged); weekends & Bank Holidays 10am–6pm. Closed over Christmas & New Year (dates may vary). These are get-in and get-out times. Please note that out-of-hours access is strictly by arrangement and chargeable.

Access & Security

For the benefit of all Space users, we regard the security of the building as a high priority. Access to the rehearsal spaces, production offices and stores is via hotel-style "VingCards". These will be issued to companies on a daily basis and shouldn't leave the building. If these cards are lost or stolen there is a £5 penalty charge. To avoid delays on your first day at the Space, please let us have a personnel list at least 24 hours in advance. Visitors may be asked to sign in at Reception. Special security arrangements may apply to workshops, showcases and auditions, details of which must be agreed in advance. CCTV operates on and around the site but we ask everyone to be vigilant as Bankside is increasingly targeted by opportunistic thieves. For this reason we advise taking additional measures to secure items such as laptops by concealing them or taking them home each evening. The Jerwood Space cannot be held responsible for any items which are lost or stolen.

Fire safety

Notices indicating exit routes are posted in all rehearsal spaces and are clearly marked in common areas. Please contact us for more detailed information. For companies with participants who are unable to evacuate the building unassisted, please ask us for a copy of our Personal Emergency Evacuation Plan (PEEP) policy.

Gallery

The main entrance to the Jerwood Space & Café 171 is via the Gallery, which runs a year-round programme of contemporary art exhibitions. Exhibitions are free to all visitors – opening times usually 10am–5pm (10am–3pm on weekends) but may vary.

Deliveries

Smaller items may come via post or courier to Reception at the Union St entrance. Company managers should advise Reception if they are expecting a delivery and be available to accept it when it arrives. **Please ensure that, where possible, sets, props and bulky items are delivered to the rear car-park via the Copperfield St. entrance.**

Production Offices & Stores

A Production Office can be associated with each of Spaces 1–3 and 7. Spaces 4 and 5 have small (one-person) offices. Overnight storage of items at Reception is chargeable.

Room Capacities

Due to Fire and Health & Safety regulations, we have to limit the total number of people rehearsing in the building. The maximum capacity for your rehearsals or other activity is set out in your contract. If you subsequently wish to increase the number of people using your space, please contact us. Whether or not we can give permission for an increase in capacity will depend on the numbers of other users in the building at the time.

Parking

We are in the Congestion Zone. Meters/yellow lines operate on Union St. and in the locality 8am–6.30pm Mon–Fri & Bank Holidays, but remain free on weekends.

Bicycles

Cyclists should use the rear Copperfield Street entrance, go to Reception via the car-park and lock bikes to the hoops opposite the Reception & Loading Doors. **Bicycles may not be brought into the building at any time.** There also hoops provided in Union Street.

Photocopying

A photocopier is situated on Level 2 outside Space 3. A code will be issued by Reception. A4 copies are 5p each; A3 are 10p.

Telephone/Fax/Broadband

All Production Offices have phones. We log your calls and charge the BT rate plus a service charge of 50%. Faxes may be sent via Reception @ 30p per sheet. Wi-fi access is available in most areas of the building. Please advise Reception before your rehearsals commence if you have particular needs regarding this.

Floors & Mark-ups

Our sprung floors in the spaces are protected with Harlequin Fiesta – a dance-floor vinyl for multi-purpose use. We'd be grateful if you didn't use outdoor shoes but certainly NOT anything that leaves scuffmarks or is likely to cut into it (e.g. stiletto heels or steel tips). Additional covers are required for tap-dancing and the surface MUST be protected from steel-deck and other set or props likely to dent, cut, scuff or tear. Mark-up using standard PVC mark-up tape is acceptable, provided that this and any residue is removed at the end of the rehearsal period. We will charge you if we have to remove this after your get-out, as we will for any repairs to damaged surfaces.

Sets & Equipment

Any set or other temporary construction – especially steel-deck – must be discussed and agreed with the Jerwood Space before the rehearsal period starts. Floors (see above) must be protected from any constructions. Ceiling height varies in each studio – please check the Tech Spec. A goods lift from the Car Park gives access via loading doors to Spaces 1, 3 & 7; external access is available to

The rights & liabilities of all parties are governed by the User Contract

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Space 2. Really large theatre removal trucks will find it extremely difficult to get to the back of the building because the corners are tight and the roads are quite small. **A site visit to check access is strongly recommended.**

Special Effects

No special effects (e.g. smoke, real flames, pyrotechnics, dry ice, strobe lights or lasers) may be used without written permission from the Jerwood Space. We require full written details of the proposed effects, which must conform to safety levels required in performance conditions.

Music, sound levels & pianos

While all spaces have a high degree of sound baffling, your co-operation is greatly appreciated in keeping music and sound to reasonable levels. Please help by closing doors & windows (the studios are all air-conditioned) and keeping noise to a minimum in corridors and stairwells. **The use of live musicians & musical instruments or sound equipment other than accompanying piano & built in systems – particularly drums, brass and amplified rigs – must be notified to us BEFORE rehearsal commences. We reserve the right not to allow their use, in deference to other Space users.** All Spaces have access to upright pianos or a Clavinova, but these need to be arranged in advance to ensure tuning. (Additional tunings @ £60 + VAT.)

Lighting & audio facilities

18-way & 12-way Strand Act 3 lighting boards are available to run a modest lighting rig in Spaces 1-4 & 7. You are welcome to bring in your own lights though these must be notified to Reception so as not to exceed loading capacity. Each space is equipped with blinds or curtains.

Call sheets and notices

These can be displayed on the clipboards at the entrance to each Space. **Please do not tape or pin call sheets or other notices to the doors or walls of the rehearsal spaces** except in Spaces 6 & 7 where pinboard surfaces are provided.

Auditions

We regret that the Gallery and Café areas cannot be used as a holding area for groups of people waiting for auditions. A separate holding space should be arranged with us prior to the booking.

Children

When children under 16 are involved, we require a chaperone ratio of no less than one adult per 10 children. Children auditioning must wait in the Company's Production Office or pre-arranged holding space.

Photography, Filming & Publicity Shoots

Photography & video-shoots on-site must be pre-arranged and agreed with Jerwood Space. Some areas may not be available for photography at certain times. The facility fee for anything that is to be published or broadcast is twice the standard rehearsal hire day rate. This may be waived where an appropriate credit or editorial can be offered. **We urge Company Managers to liaise closely with publicists and press prior to any photo-call so they are aware of these conditions.**

Period of Use/Get-outs

Company Managers are advised to speak to Reception about organising their company's get-out. It is important to leave enough time at the end of your booking so that the Spaces can be emptied and left in the same state as you found them. If your booking is not exclusive, Spaces may be provided to third parties between sessions (e.g. evenings, weekends) and you may be asked to move set and other equipment into store at the end of sessions.

Monitoring & Support

In order to support your work we ask all companies and individuals benefiting from the use of subsidised space to arrange convenient

times for Jerwood Space management to monitor your progress. We aim to give helpful advice and an objective eye.

Showcases

The Jerwood Space does not hold a performance licence. However, it may be possible for the user to invite a small number of guests to view a showcase of work in the Space. Permission should be requested from the Jerwood Space at least two weeks in advance. Such showcases must be by invitation only and not advertised publicly. The Jerwood Space reserves the right to specify & control guest numbers.

Facilities

Gallery: Public toilets (+♿); baby changer.

Ground flr: Main Changing/Showers/Toilets (+♿)/Water fountain.

Level 2: Toilets (lobby to Sp.3)

Level 4: Toilets & Showers (2 only – behind Sp7)

Level 5: Toilets & Showers (2 only, incl. ♿ next to Sp9)

All studios and meeting rooms are now air-conditioned.

Your co-operation in switching this off at the end of sessions is appreciated.

Smoking

All internal or covered areas of the Jerwood Space are non-smoking in compliance with legislation. Smokers may use the Courtyard and Garden near the Café – **please do not smoke in the front entrance or car-park** - litter wardens **do** hand out on-the-spot fines! We appreciate your co-operation.

Food & Drink – Green Room

All users of the Jerwood Space receive a 20% discount on all main meals and hot drinks at the Café. These cards will be available at Reception from the first day of the rehearsal period. We ask you not to consume your own food or drink in the Café or Glasshouse – there is a Green Room on level 3. This has washing up facilities and you may leave mugs, additional kettles and notify us if using a tea urn in there. A fridge and microwave are also available. Please do not use kettles or urns in the spaces or production offices. Additional charges may be made to restore any damage from food or water spillage. We would prefer you not to eat or drink in the rehearsal spaces, but recognise that in exceptional cases this may be unavoidable. If food or drink is taken into the rehearsal spaces or production offices, please ensure that all litter is cleared and that any spillage is reported to Jerwood Space staff immediately. Please do not eat or drink in exhibition areas of the Gallery. **Any catering in the rehearsal spaces must be arranged through the Café – please check with Reception.**

Café 171

The Café is open Mon–Fri 8:30am–5pm (Saturdays 11am–3pm, but may vary – please call ahead to confirm) and serves breakfasts, snacks, hot dishes and snacks, salads, sandwiches and patisserie. The Café is licensed and can provide special catering services to users of the Space by prior arrangement, including meet & greets, cast breakfasts, tea & coffee breaks, working lunches etc. It will also cater for special functions and parties. Please contact the Café Manager on 020 7654 0100. Please do not remove crockery and cutlery from the Café; disposables are available.

Finally...

We know that's a lot but it should cover most questions you'll have about using Jerwood Space. If you need to know more, don't hesitate to ask.

Correct at 5 July 2011