

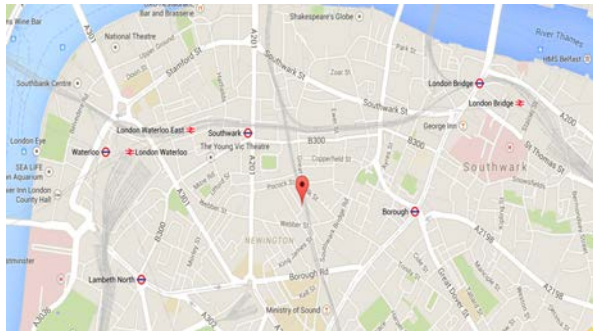
GLASSHILL STUDIOS

Rehearsal Guidelines & Code of Practice

Getting here

Glasshill Studios is located on Kings Bench Street, in SE1. It is a 6 minute walk from Southwark tube and 9 minutes from Borough. We are a 12 minute walk from London Waterloo Station.

All other contact info is on the website
www.glasshillstudios.com



Reception

Glasshill Studios staff are based at Reception as you enter the building, and will be pleased to help you at all times. Any post or messages can be collected here.

Opening times

Weekdays 9am–9pm (unless otherwise arranged); weekends 10am–6pm. Closed over Christmas & New Year (dates may vary).

Access & Security

All visitors will be asked to sign in at Reception. Each studio has an individual door code, which we change every time a new company uses the studio. You will be given your codes when you arrive, but if at any time you forget or do not know the code, please ask reception. CCTV operates on and around the site but we ask everyone to be vigilant and take expensive items such as laptops home with them in the evening. There is direct access to Studios 1 and 4 from Glasshill Street and Studio 3 from Kings Bench Street. There are safes in each of the 3 offices for your use.

Wifi

There is free wifi at Glasshill Studios. To access it please use either 'Glasshill Guest' where each company will have an individual login (please ask at reception for your login details), or 'Glasshill Free' available for all in the green room area.

Fire Safety

In the case of a fire, please vacate the building from the nearest available exit, there are exits directly to the street

from Studio 1, 3 and 4. Report to fire warden at assembly point outside the main reception, Kings Bench Street.

Bicycles

Cyclists should ask at Reception for the key to the bike shed where bikes can be locked. The nearest Santander Cycles docking station is located on Webber Street.

Deliveries

Deliveries may come via post or courier to Reception at the Kings Bench Street entrance. Company managers should advise Reception if they are expecting a delivery.

Facilities

Ground floor: Separate Access toilet, Ladies x 4, men x 3

Production Offices

A Production Office can be associated with each space. Studios 2 and 4 have offices directly off the studio. There is a production office which is accessible from the Reception which can be used with either Studio 1 or 3.

Room Capacities

Due to Fire and Health & Safety regulations, we have to limit the total number of people rehearsing in the building. For Studio 1 the maximum number of people standing is 140; seated 120 and banquet 100. Studio 2's maximum standing is 150; seated 130 and banquet 110. Studio 3's maximum standing is 100; seated 80 and banquet 60. And Studio 4's maximum standing is 80; seated is 60 and banquet is 40. 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 have 2 parking spaces at the studio, available on request whilst booking the studio, or from reception at £15 per day. We are in the Congestion Zone. Meters/yellow lines operate on Kings Bench Street and in the locality 8am-6.30pm Mon-Fri & Bank Holidays, but remain free on weekends. Specific restrictions apply on occasion and users should check the current situation at:

http://www.southwark.gov.uk/info/473/guide_to_parking/468/parking_maps

Printing and Photocopying

Each company will be given an individual code for the photocopier where they are able to photocopy, print and scan. A4 B&W copies 5p each, colour and A3 10p.

Floors & Mark-Ups

We would be grateful if heels were not worn in the Studios to protect the floors. If dancing in the Studios, please use the Marley dance flooring that we provide free of charge in

each studio. Please remember putting the flooring down and lifting up again at either end of your rehearsal period. 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.

Sets & Equipment

Any set or other temporary construction must be discussed and agreed with Glasshill Studios before the rehearsal period starts. Ceiling height is 3.1 meters in each studio. Please see 'Access' for relevant access to your studio. A site visit to check access is strongly recommended. We have a ballet bar for rental, ask at Reception for details.

Special Effects

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

Music, Sound Levels & Pianos

Your co-operation is greatly appreciated in keeping music and sound to reasonable levels. Please help by closing doors & windows (all studios are air-conditioned) and keeping noise to a minimum in corridors. 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. All studios have a Yamaha keyboard for your use free of charge.

Lighting & Audio Facilities

There is natural LED lighting in all studios and Studios 1, 3 and 4 also have natural outside lighting. There is an Alesis Multimix 10 Mixer in each studio, providing West End quality sound, where you can use the CD drive, mini jack input or wireless connection.

Signing In/Call Sheets & Notices

These can be displayed on the clipboards at Reception and on the pin board provided outside each Studio.

Children

For children under 16 we require a chaperone ratio of 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 Glasshill Studios. Some areas may not be available for photography at certain times.

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.

Performances

Glasshill Studios does not hold a performance licence. However, it may be possible for the user to invite a small number of guests to view a sharing of work in the Studios. Because of numbers/capacity (see above) permission should be requested in advance and we reserve the right to specify and control guest numbers. Such sharing's must be by invitation only and not advertised publicly.

Air Conditioning/Heating Units

All studios and offices have an air conditioning/heating unit. Your co-operation in switching this off at the end of sessions is appreciated.

Smoking

All areas of Glasshill Studios are non-smoking in compliance with legislation. Please smoke outside the front entrance.

Food & Drink – Green Room

The Green Room is a communal area for all users of the studios to use. This has washing up facilities, work top areas and a substantial supply of mugs, plates, bowls and cutlery. A hot water urn, fridge and microwave are also available. We do allow eating and drinking in the rehearsal spaces, but please ensure that all litter is cleared and that any spillage you can't clear is reported to Glasshill Studios staff immediately. There is a water fountain in each studio. Once the bottle is empty please feel free to bring it to reception where you can get a replacement. Please note that we charge £8 per 18.9 litre bottle of water. There is a plumbed in water cooler available to everyone in the kitchen area.

Local Cafes/Restaurants

The closest amenities are on Blackfriars Road, where there is a Pret A Manger, Sainsbury's, Costa Coffee and Crussh. The Cut, which is between Southwark and Waterloo station has a number of restaurants, cafés, pubs and supermarkets.

Police Station & Hospital

For any emergencies, the nearest police station is Kennington Police Station, 49-51 Kennington Road, London, SE1 7QA, and the nearest hospital is St. Thomas Hospital (Guys & St. Thomas), Westminster Bridge Road, London, SE1 7EH.

If you have any further questions please do not hesitate to ask at Reception.