

Union Chapel Rehearsal Hirers

Important Notes - *please read*

Hire Fee

The deposit is non-refundable.

All hires must be paid for in full before the hire starts, otherwise Union Chapel reserves the right to refuse entry to the building.

Limitations of room hire

Hire of the one room does not include any other rooms, ie. If you require a separate room for an office space, costume fitting etc. this needs to be booked in advance, in addition to your rehearsal room.

The Studio Theatre/Sunday School Hall is the only room available for exclusive hire, whereby all items can be left in the room overnight and at the weekend when the room is locked. All items left at hirer's own risk.

All other rooms are for non-exclusive hire, whereby all items and people must be clear at the end of the hire each day.

Access

Rehearsal day is 10am-6pm with access from 9.30am, earliest.
Access via the backdoor buzzer, Compton Avenue (N1 2XD).

Deliveries

All deliveries to the Chapel during the hire period etc. should be addressed with your company name (not just Union Chapel), for delivery to the back door: Union Chapel, Compton Avenue, London N1 2XD.

Set construction

All set construction must be cleared in advance with the Union Chapel office.

The Courtyard

The courtyard is for all building users to enjoy. Please do not use the courtyard to practice lines or rehearse.

Bikes can left in the courtyard at cyclist's own risk. The courtyard is the smoking area, please use the ashtrays provided.

WiFi

Wireless internet is available in the Committee Room and the south side of the Studio Theatre. No Wifi signal in Upper or Lower Hall or Chapel.
Network: UC-Guest, password: rooftop.

Drinking Water

Union Chapel tap water is drinking water. We do NOT allow water cooler machines in Union Chapel under any circumstances.

Photocopying & Printing

Available on a pay as you go basis in cash from the Union Chapel office, for very large quantities please use a professional printers.

Other building users

Please be aware that Union Chapel is a mixed use building, shared between the Church, an in-house homeless project, other daytime hires and concerts loading in from lunchtime. Please be respectful of other users and note that rooms are not sound proofed so not necessarily suitable for recording.

Food & Drink

There is currently no permanent café based in Union Chapel.

Please bring your own kettle, mugs and refreshments.

You are welcome to use the Chapel kitchen for hot water and washing up, but please don't use the crockery or food as this space is also shared with the Margins homeless project based at Union Chapel.

There is a good choice of cafes and shops locally.

If you require catering for a meeting etc. please contact our catering manager, café@unionchapel.org.uk.

Security

For the security and safety of all building users, equipment and your own belongings, please ensure everyone in your group takes responsibility for security in the building:

- Always use the back door buzzer for entry
- close all outside doors behind you
- leave no doors on the latch unattended
- let no one into the building who you don't know

This is a serious issue, there have been intruders in the past.

IMPORTANT, please:

ALWAYS ASK the Chapel office if you need an extra space; all spaces are for hire and cannot be used at will.

DO NOT rehearse in the corridors or courtyard.

DO NOT tie or gaffer tape Union Chapel furniture together for props.

DO plan the rehearsal schedule to start and finish 10am-6pm.