



# MAYKING Space Info Pack

MAYKING space is a rehearsal and creation space dedicated to artists making and exploring live performance. We opened the space in autumn 21 and it has fast become a lively and loved part of Bristol's creative community. In here we welcome artists from near and far to play, make, dream and slow down.

The MAYKING space is an accessible resource for a city-wide community. A place for us to both support artists with whom we already have a creative relationship, and also to build new connections with those we don't yet.

If you use the space, we'll leave you to it, but will always be here to say hello and find out more about who you are and what you're doing if you'd like that.

Plans for the space and how we use it to create moments for gathering and exchange as well as residency are always growing. MAYKING space is for all of us and it will only work if you keep telling us what you want and need.

Over to you  
Team MAYK

## Images

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Image description: A large room with white walls with seven windows on the left. Two sofas in the foreground and two speakers and a stack of stools in the background. In the foreground there is a rug, where as the rest of the space is mostly black dance floor.



Image description: A large room with white walls and seven windows on the right. In the foreground is a large black dance floor which stretches to the background. To the right is two high stools. To the left is a radiator. In the very background there is the a sofa, to the left is a metal cupboard and double doors.



Image description: A large room with white walls. The image is taken from the corner. In the left corner foreground is two sofas, a green rug and the corner of a long brown desk. Windows stretch left to right, the length of the room from the foreground to the background. In the far background are two speakers and a stack of stools. There is black dance floor stretching from the middle of the image to the back.



Image description: Closer up shot of a room with white walls, and windows on the left. In the foreground is the corner of a brown leather sofa. In the far background there are two speakers and four stacks of stools. There are two high stools to the left, and two doors in the right corner.

## Specifications

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MAYKING Space is a large room on the 2nd floor of St Anne's House accessible by stairs and a lift.

It is 16.6 meters in length, 6.3 meters in width and 2.9 meters in height (104 sqm)

It contains: some tables, chairs, stools, a couple of sofas, 4 lamps and a PA system. There is dance floor covering most of the space.

The space has dimmable lighting. The space can not be completely blacked out.

# Access Info

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## **Access Videos:**

[Journey to the MAYKING Space](#) *n.b. the MAYKING space is in a different configuration in this video. Please see the above images for regular configuration.*

[Journey to the Kitchen](#)

[Journey to the Accessible Toilet](#)

Please see below more details of what to expect when you arrive and move through St Anne's House to the MAYKING Space:

- When you arrive you can either take a ramp or steps into the reception area. The ramp goes up to an automatic door. Either a staff member or someone from your team needs to unlock the automatic door with a key, and then open the door from the inside via a release button. This door can not be accessed without the assistance of someone who can enter the building via the steps.
- The MAYKING Space is on the 2nd Floor of St Anne's House. You can either take a lift or stairs to the 2nd floor. The lift door can't be physically held open or overloaded.
- There are three non-automatic doors to go through from the reception to the MAYKING space.
- The accessible toilet is on the ground floor, which would need to be accessed via the lift or stairs from the 2nd floor.

## **A note about the lift:**

We want to be as transparent as we can about access, so you are never surprised. So in the spirit of transparency: we want to warn you that the lift can, on rare occasions, be temperamental - the doors can malfunction and not close. This only ever happens when it is stationary, so it doesn't cause anyone to get stuck in it. To fix it, we have to reboot the lift - which doesn't take long. It just means that it might take a bit longer with a bit more fuss to use it.

## Pricing

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Below is non-commercial pricing, if you are a commercial company [please get in touch](#) to ask for our commercial prices, or choose the commercial pricing option when filling out our online booking form.

We do not provide an hourly rate.

You can book up to three days on the sliding scale day rate, after which we will automatically move you into a week rate.

You will be asked to choose a price bracket when filling in your booking request form.

### Prices

Aa Price point	≡ Price
<a href="#">Day rate</a>	£130 per day
<a href="#">Reduced Day rate</a>	Sliding scale: £45 - £130
<a href="#">Weekly rate</a>	£550 for 5 days
<a href="#">Reduced Weekly rate</a>	£330 for 5 days

We offer standard and reduced rates on both our daily and weekly rates. We trust that you know where best to place yourself in our pricing range. If you're working on a project that has received funding or are in a position to pay the standard rate, we encourage you to do so as this means we are able to offer the reduced rate to people who are unfunded or cannot afford the higher rate.

If you are only booking for a day or two, and choosing the sliding day rate, again we trust you to know where best to place yourself. But, if you are unsure and need assistance [let us know](#).

## Booking information

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The space is available to book from 10am - 10pm, Mon - Sun. Please note, due to capacity, weekend bookings are less available and hosting workshops & sharings are rarely possible.

1. To request to use MAYKING Space, you will need you to fill in an online booking form on our website. Alongside your contact information, we also ask for the following info:

*Tell us a bit about yourself and what you would like to do in the MAYKING Space?* - we would like to know a bit more about who you are, where you are from, what kind of work you make, and what you will be working on in the space. This can be very brief and informal – it's not a pitch.

*How many are there of you?* - can you let us know the number of people who you anticipate being in the space over the duration of your time there.

*Requested Dates/Times* - please be as clear as possible with days and times. We don't charge by the hour, but it's important for us to know what times you will be in.

*Pricing* - let us know what pricing bracket to consider you in. You'll be able to choose this from a select box. Pricing is explained above.

*Will you be making mess or noise? And, if so, what kind?* – we want to make sure that the other tenants at St Anne's House are aware of anything that might be louder/messier than usual, so it's good to know if we should be warning people to bring earplugs (!).

*Any access requirements?* - we want to make sure your time with us is comfortable and easy. Let us know what you need, or do get in touch by phone or email if easier.

*Is there anything you particularly expect from the space?* - it is helpful to know what your expectations of the space might be, so we can be as transparent as possible about what to expect before you commit to using the space.

2. Please send us your booking request at least two weeks before your start date, and ideally no more than 6 months in advance of the start date. Once you have submitted your request we will aim to contact you within a week.
3. Once your booking is confirmed, we will ask you to sign an agreement, to guarantee your booking. The agreement can be found below. If you are booking for more than a week we will ask you to pay a 10% deposit.



## How to get here

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- MAKING Space is at St Anne's House, St Anne's Road, Brislington, Bristol, BS4 4AB.
- It is an approx. 32 minute walk from Temple Meads train station, and approx. 44 minute walk from the city centre.
- It takes approx. 15 minutes to cycle from the city centre, and 8 minutes from Temple Meads train station.
- You can get the 36 bus from the centre to Chapel Way, a two minute walk from St Anne's House.
- We do have free car parking spaces, but we do ask that you don't drive to the space unless you have to.

<https://goo.gl/maps/Tchw63ZMsjrMeom27>

## Induction

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On your first day, you will meet one of the MAYK team who will do a short induction with you. Here is the induction in advance of your booking:

### Access

- You will have a key(s) to the front door of St Anne's House, **please make sure you lock the front door behind you whenever you enter or leave the building**. If you find it unlocked, then lock it. Someone leaving without a key won't be able to lock the door. You also have a key to our office if you find it locked, please make sure you lock the office if you are here after the MAYK team has left.
- There is a padlock to lock the MAYKING Space doors.

- You will need to sign in and out of the building, on the clipboard in the foyer.
- You will have codes to get into the building, into the MAYKING Space & toilet. Please keep these codes to yourself.
- When your time in MAYKING Space is finished, we will need you to deposit the keys in a key box. You will be shown where this is.

## Fire and Health & Safety

- Please keep the red carpeted corridor clear of large set. This is a fire route. Smaller, movable things are fine.
- If the fire alarm goes off, please evacuate the building safely. Your fire exit is in the corner of the space. Make your way to the **fire assembly point: entrance to the car park.**
- If the fire alarm goes off outside of working hours (before 9am & after 5pm) no one will be doing a sweep of the building. If you believe there is a fire, please call 999 immediately, stating the address: **St Anne's House, St Anne's Rd, Brislington, Bristol BS4 4AB.**
- There is a first aid kit in the room. There is a first aider in the Bricks Team. But there isn't always a first aider on site, so in an emergency, please call 999.

## Amenities

- The kitchen is next door to the MAYKING Space, in the MAYK office. This is a shared kitchen with the MAYK team. It is as much your kitchen as it is ours. Our office door might be closed. Please don't worry about coming and going to the kitchen. We recommend you buy tea, coffee and milk.
- The toilet is on the other end of the same floor, through coded doors, following the corridor round. The accessible toilet is on the ground floor.
- Please leave the rehearsal space as you found it. You can find general and recycling bins in the kitchen but there is a bin in the space also. Please spilt your recyclables.
- Wi-Fi is on the blackboard.

## Other stuff

- If you need another space in the building, please speak to us before using one.
- Please can you keep tables off the dance floor.
- The lights are by the door and on dimmers. You can switch the festoons on at the plugs at the far end of the room.
- There is a latch on the back of the main doors, to keep them from swinging open.
- There are double fire doors to the right of the space, to give access to studio tenants in the case of a fire.
- The nearest shop is Co-Op, a minute down the road.
- Contact, if we are out of the office: [danny@mayk.org.uk](mailto:danny@mayk.org.uk) or in the case of Danny not working, [matthew@mayk.org.uk](mailto:matthew@mayk.org.uk). In the case of an emergency only, call 07554014707.

## Agreement

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We'll ask you to sign this agreement on confirmation of your booking. You'll need to sign this agreement before using the space.

## Terms and Conditions for Hire MAYKING Space, St Anne's House

In these conditions the 'Hirer' is the organisation or person specified on the Booking Request Form.

### Definitions

MAYK Theatre CIC - theatre producing organisation managing MAYKING Space  
Premises - MAYKING Space

Hirer - Individual or Organisation and agreed representative/s.

Visitor Attendees - of an activity or other members of the public.

### **Terms & Conditions for Hire**

1. MAYKING Space is hired out on the understanding that MAYK Theatre CIC shall not be liable for
2. MAYKING Space is hired out on the understanding that MAYK Theatre CIC shall not be liable for any claims in respect of damage, loss or injury of any description, other than those arising out of the acts or omissions of MAYK Theatre CIC. The Hirer should make their own arrangements to make sure their time in the MAYKING Space is appropriately risk assessed and has adequate insurance cover.
3. The Hirer is responsible for:
  - a. paying the agreed 10% deposit in order to confirm the booking if the booking is more than one week long. This should be paid within 1 weeks of receiving the invoice.
  - b. ensuring that the hire fee is paid in full at least 7 days after the booking has taken place.
  - c. ensuring any additional requirements such as the hiring of MAYK's equipment and the extra cost of such hires are communicated, agreed in advance of the booking.
  - d. providing their own equipment insurance, to cover the use of any equipment brought into the space by the Hirer.
4. The Hirer should endeavour to make themselves and their party aware that MAYK expects:
5. All Visitors are required to treat staff, tenants, volunteers and other visitors with respect.
6. Any abuse, verbal or physical, will not be tolerated and may lead to the immediate cancellation of the booking, temporary or permanent exclusion from the Premises, or even criminal prosecution.
7. The Hirer shall not use the Premises for any illegal activities and/or in direct conflict with St Anne's policies.
8. The Hirer shall be responsible for keeping the Premises in good order during their booking. This includes, but is not exclusive of: Controlling noise

levels and breakout sound. Ensuring adequate supervision of children and young people. For all bookings involving children or vulnerable adults, the Hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate. The Hirer must ensure people leaving the Premises do so in an orderly manner, in such a way as not to cause nuisance to nearby residents or traders and do not loiter outside of the Premises. The Hirer must have an awareness of and inform Visitors of key policies, including Health & Safety and Fire Evacuation procedures. In particular, the Hirer MUST familiarise themselves with all Emergency Exits, Extinguishers and Alarm Points. Following the instruction and guidance from one of the MAYK team or the General Manager in supporting the Hirer to instruct visitors.

9. Exits shall not be blocked at any time. Fire appliances may not be moved or tampered with and must only be used in the event of a fire to assist safe exit from the Premises.
10. Hirers must comply with the law including relevant legislation health and safety.
11. Hirers and their guests are prohibited from bringing any alcohol on site during a booking. Any alcohol will be confiscated.
12. The Hirer must report all accidents involving injury to the public to Bricks Trading Limited staff as soon as possible, and complete the relevant section in the accident hand book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.
13. Hirers may use tape to mark-up the dance floor but this must be done using LX tape. Gaffer tape must not be used. All tape must be removed at the end of the hire
14. The Hirer is responsible for paying for or rectifying any loss or damage caused to MAYK Theatre CIC's equipment, property or premises during the hired times (set up, event, take down), other than where such loss or damage is caused by MAYK Theatre CIC.
15. No additional lights or other electrical equipment or extension from the existing electrical system shall be added without the prior permission from MAYK. Any electrical equipment permitted must be PAT tested with appropriate labelling prior to use on the Premises.

16. The Hirer shall leave the Premises at the end of their booking at the agreed time. Any additional hours may be charged at the standard rate.
17. The Hirer should ensure that Premises are left in a clean and orderly state.
18. The interior of the Premises is non-smoking, this includes E-cigarettes and Vapes. It is the Hirer's responsibility to ensure those in their booking party are made aware of this.
19. The Hirer and their visitors may use the car park but vehicles are left at their own risk.
20. Bricks expect the Hirer and any visitors to follow our Covid-19 policy, this includes the wearing of face coverings whilst in the building and windows are open where possible. If the Hirers event needs to be cancelled due to Covid-19, for example another strict lockdown is enforced, MAYK will first work with the Hirer to postpone the booking, if that is not possible MAYK will provide refunds for any payments made unless costs have been incurred. MAYK shall have no other liability or obligation whatsoever to the Hirer arising from any such cancellation.
21. In the event that the Hirer cancels the booking, Cancellations made more than 7 days prior to the booking will receive a full refund. Cancellations made between 7 days and 48 hours prior to the booking will receive a refund at 50% of the original rate. Cancellations made within 48 hours of the booking will be non-refundable. MAYK reserves the right to cancel any contract should unforeseen circumstances prevent the use of the premises, in which case any deposit paid will be refunded in full.

If you are unclear about any of the above terms and conditions around the hire of space at St Anne's House, please contact Danny by emailing [admin@mayk.org.uk](mailto:admin@mayk.org.uk) with any queries.