

EMERGING ARTIST MEMBERSHIP

“
Roundhouse
gives me freedom
to be creative.
”



INFORMATION PACK &
JOINING INSTRUCTIONS

ROUNDHOUSE

WHAT YOU NEED TO KNOW:

WHAT IS IT?

The Roundhouse Emerging Artist Membership Scheme is an annual membership exclusive to 13 – 25 year olds

WHAT'S IN IT FOR ME?

Not only do you get special benefits from being an Emerging Artist Member, your membership fees go towards our charitable work, giving more young people the chance to engage with the arts with the affordable opportunities in the Roundhouse Studios.

Emerging Artist Members get:

- To hire Roundhouse studio spaces and facilities at a subsidised rate
- Exclusive news updates by email such as advance notice on upcoming gigs and shows
- Access to buy £5 tickets for Roundhouse gigs and shows through the GET IN scheme (for 16-25 year olds ONLY) See our website for more info: roundhouse.org.uk/young-creatives/get-in/

WHEN CAN I USE THE STUDIOS?

The opening hours* for the Studios are:

Saturday to Monday 9:30 to 17:00
Tuesday to Friday 9:30 to 21:00

The cut off for making bookings or accessing the studios is 30 minutes before closing

**Please note opening times can vary; we try to give as much notice as possible when there are any changes to the schedule.*

WHO DO I CONTACT FOR MORE INFORMATION?

The Visitor Services team can answer questions about memberships and opening hours

T: 020 7424 8477
E: visitorservices@roundhouse.org.uk



YOUR SPACES & FACILITIES: SMALL ROOMS

| STUDIO SPACES | CAPACITY | PRICE per person, per hour | EQUIPMENT IN SPACE |
|--------------------------------------|----------------------|----------------------------------|---|
| DJ Practice Rooms | 3 people | £1.00 | <i>DJ equipment you can use:</i> CDJ900 DJM350 Stanton ST150 Turntable Serato SL2 Interface KRK VXT6 Monitors |
| Small Practice Rooms (Room 5 & 7) | 5 people | £1.00 | |
| Medium Practice Room (Room 8) | 6 people | £1.00 | |
| Small Midi Suite | 3 people | £2.00 | 1 x Apple iMac Workstation per suite (<i>Retina 5K, 27inch, 3.2Ghz Intel Core i5, 8GB RAM, 1TB HD</i>)with Presonus AudioBox 22VSL, M-Audio Oxygen 49, KRK Rokit RP5 G3 Monitors Software on workstation: <ul style="list-style-type: none"> • Logic Pro X • Adobe CS6 (Premiere, Photoshop, Audition, After Effects etc) • Pro Tools 11 • Ableton Live 9 Suite • Microsoft Office • plus more |
| Medium Midi Suites | 4 people | £2.00 | |
| Workstations in New Media Lab | 1 person per station | 50p | 18 Apple iMac Workstations (<i>Retina 5K, 27inch, 3.2Ghz Intel Core i5, 8GB RAM, 1TB HD</i>) with controller keyboards (<i>Novation Remote 25SL MIDI Controllers</i>) Software on workstations: <ul style="list-style-type: none"> • Logic Pro X • Adobe CS6 • Pro Tools 11 • Ableton Live 9 Suite • Microsoft Office • plus more Presentation facilities: <ul style="list-style-type: none"> • Ceiling Mounted Optoma DH1011i Projector • JBL Control 5 Speakers |

Studio spaces are bookable up to two weeks in advance. Contact the Visitor Services Assistants via email on visitorservices@roundhouse.org.uk

LARGE SPACES:

| STUDIO SPACES | CAPACITY inc. lead booker | PRICE half day (up to 4 hours) | PRICE full day (up to 7.5 hours) |
|---------------|---------------------------------|---|---|
| Bloomberg | 10 people | £25 | £50 |
| Clore | 10 people | £25 | £50 |
| Hub | 10 people | £55 | £110 |

If you need a larger space to rehearse/film in these spaces are ideal. However, these spaces cannot be used for band practice.

If you wish to hire these spaces please email studios.bookings@roundhouse.org.uk at least 7 days in advance to request a hire proposal form. Due to the high volume of requests we receive, your booking will not be considered unless you complete and return a proposal form.

In the larger rooms, you can bring up to 9 guests with you so long as they are under 25 years old. These will not count towards your guest pass allowance, but they will still need to bring proof of age. (Guests that have no proof of age with them won't be able to access the space, so please make sure this information is passed on to them).

Please note that bookings are not approved until after the hire proposal form has been submitted and you have been emailed confirmation by the Studios Bookings team.

If you need to make any changes to your booking outside of office hours (9am – 5pm Monday to Friday), please contact visitorservices@roundhouse.org.uk.

STUDIOS EQUIPMENT LIST

Please note, some equipment can only be used in certain spaces. Talk to the studio technician or email rhstech@roundhouse.org.uk if you have any questions.

| | | | |
|--|--|--|---|
| MUSIC PRODUCTION Korg Kaos Pad KP3 Akai XR20 Drum Machine Roland AIRA TB-3 Roland AIRA TR-8 Boss RC30 Loopstation Boss RE-20 Space Echo Line 6 DL4 Pedal Boss SL20 Slicer Dunlop Crybaby Wah Pedal ProCo RAT2 Ibanez TS9 Tube Screamer | MUSICAL INSTRUMENTS Gibson Guitars Hutchins Guitars Yamaha CP33 Stage Piano Yamaha NPV80 Electric Piano Yamaha NP31 Electric Piano Yamaha MO6 Synth Roland SH201 Synth Assorted Percussion inc. Cajon, Djembe, Congas, Tambourine, etc. | LIGHTING & ACCESSORIES Bowens Gemini 500 Lighting Kit Arri Light 650 and 750 Photoflex StarliteQL w/ Soft Box Dedolight DLH4 Manfrotto Tripods | AUDIO RECORDING Audiobox 22VSL Interface Focusrite 2i4 Interface AT2035 Condenser Mic Art TubeMP Studio V3 Olympus LS11 |
| | | VIDEO CAMERAS Sony HVR Z1 HD Camera Sony PD150 Camera Sony PJ410 Camcorder GoPro Hero 4 Black | DIGITAL STILLS CAMERAS Canon 400D Digital SLR |

RECORDING STUDIO:

| STUDIO SPACE | CAPACITY | SESSION | TIMINGS | PRICE |
|-----------------------------|----------|----------|---|-------|
| Roundhouse Recording Studio | 8 people | Full Day | 09:30 – 17:30 (7 days a week) 13:30 - 21:30 (Tues - Fri only) | £120 |
| Roundhouse Recording Studio | 8 people | Half Day | 09:30 – 13:30 & 13:30 - 17:30 (7 days a week) 17:30 - 21:30 (Tues - Fri only) | £60 |

EQUIPMENT YOU CAN USE IN THE SPACE

| | | |
|--|---|---|
| MICROPHONES <ul style="list-style-type: none"> • Neumann U87 • Neumann TLM103 • Neumann KM140 • AKG C414 • AKG D112 • Electrovoice RE20 • SE R1 • Sennheiser MD441-U • Shure Beta87a • Shure SM57 • Shure SM58 | INSTRUMENTS <ul style="list-style-type: none"> • Yamaha S90es Stage Piano • Korg MS20 Mini • Oberheim Matrix 1000 • Gibson Les Paul Studio • Gibson SG Bass • Ludwig Blue Label Drum Kit, with Gretsch Snare and Sabian / Zildjian Cymbals | SOFTWARE <ul style="list-style-type: none"> • Pro Tools HD Native 12 • Waves Plugins • Sound Toys Native Bundle • Antares Auto Tune • Melodyne • McDSP Native Suite • Metric Halo Production Bundle |
| HARDWARE <ul style="list-style-type: none"> • Focusrite ISA428 MkII • Manley Force • Empirical Labs FATSO EL7x • DBX 160XT | AMPS <ul style="list-style-type: none"> • Orange Thunder 30C • Black Star ID60 • Marshall MG100 • Ashdown MAG 300 EVO II | WORKSTATION Apple iMac (Retina 5K, 27-inch, 4GHz Intel Core i7, 32GB RAM, 512GB Flash) Avid C24 Console |

If you wish to book the Recording Studio, a professional sound engineer is included as part of the fee. All you need to do is complete a proposal form online at roundhouse.org.uk/young-creatives/use-our-spaces/recording-studio-hire-proposal/ or email your request to recording.studio@roundhouse.org.uk at least 7 days in advance and a Technician will make contact with you to confirm availability.

If you need to make any changes to your booking outside of office hours (9am – 5pm Monday to Friday), please contact visitorservices@roundhouse.org.uk.

HOW TO JOIN, TERMS & CONDITIONS AND MORE:

Your membership is unique to you and cannot be used by anyone else.

1. ACTIVATING YOUR MEMBERSHIP

1. First sign up for membership, either by completing a hard copy of the form (see back of pack) or signing up at roundhouse.org.uk/young-creatives/emerging-artist-membership/
2. Bring in the following to one of our Visitor Services Assistants:
 - A photo ID with your date of birth on it (passport, driving license, etc), AND,
 - Proof of address (a bank statement, utility bill, etc.)

If you do not have either a photo ID or proof of address, please discuss this further with one of our Visitor Services Assistants or email AdviceBase@roundhouse.org.uk

3. Request a tour if needed from one of our Visitor Services Assistants (you can ask any questions you may have on this tour too)
4. Go to the technical store on your first visit so one of our Technicians can give you an introduction to the equipment and storage procedures

2. PERSONAL BELONGINGS

The Roundhouse takes no responsibility for any personal items or equipment that becomes lost, damaged or stolen whilst in the studios.

3. COMPUTERS & INFORMATION SYSTEMS:

- When you start to use the Studios, you can create a personal login for the Studios' computer network with the help of the tech store team. They can explain to you the best way to store your work, and how to use our systems
- Ensure you regularly back up your work as the Roundhouse takes no responsibility for work lost on our computer systems
- Members must ensure all digital files are backed up and stored correctly

4. GUEST PASSES

Emerging Artists get the following as part of their membership:

- 3 x free guest passes to bring an additional person aged 13-25
- 3 x £8 guest passes to bring an additional person aged 13-25
- All guest passes can only be used once.
- Your guests need to sign in and must bring photo ID

Remember that anyone aged 13 – 25 can also sign up to be an Emerging Artist Member themselves.

5. EQUIPMENT

Members must reimburse the Roundhouse for any Studio room pass that is lost or not returned to the Front Desk.

All equipment and room passes borrowed from the Tech Store must be treated with care, and returned in good condition at the end of each booking. It is the responsibility of the EAM who made the booking to ensure this.

Roundhouse retains the right to withdraw or suspend membership without a refund if a member or their guests causes loss or damage to Roundhouse property, including equipment through inappropriate use or negligence.

BRINGING EQUIPMENT INTO ROUNDHOUSE PAUL HAMLYN STUDIOS?

The Roundhouse requires that all personal electrical equipment brought into the Studios by members has undergone a Portable Appliance Test. We are happy to provide these for you at no charge.

To book your equipment in for testing please email rhstech@roundhouse.org.uk Testing can take place at any time during our opening hours, but please note that if you have not arranged it advance, you may have to wait for someone to be available to carry out the test.

6. BOOKING A SPACE

i. PAYMENT

All bookings must be paid in full on or before the commencement of any facilities bookings

ii. CHANGES OR CANCELLATIONS

- The Roundhouse will notify Members of any changes to their room bookings via email.
- Members must notify the Roundhouse if they wish to cancel any room booking by emailing Visitor Services.
- Members must pay the full hire fee for time booked in the Studios, even if they arrive late or leave early, unless the Member has notified Visitor Services beforehand. Please alert Visitor Services by email.
- Recording Studio only:
 - Members must give at least 48 hours cancellation notice
 - If the Member is a no show or does not give appropriate notice, the Member must pay the booking fee in full

iii. GROUP BOOKINGS

- Prices for studio bookings are priced per hour, per person
- Everyone in the group must pay the full hire fee for time booked in the studio, even if the full booking time is not used on account of late arrival or early departure
- Everyone in your group booking must be aged 13 – 25 years old
- The EAM who has booked the room (lead booker) must be present before any other Members or guests joining them can access the space

iv. REFUNDS

Roundhouse will provide suitable alternatives or refund on a pro rata basis on room hires affected by:

- faulty equipment
- disturbances that have compromised the booking
- a shortened or cancelled booking due to extenuating circumstances
- Recording Studio only: The sound engineer cancels due to extenuating circumstances such as illness and the Roundhouse is unable to find a suitable replacement

The refund will be provided at full value to memberships that have not yet been taken into use (defined as a Member not having utilised studio facilities) within one week of purchase.

STUDIOS GROUND RULES:

The Studios are a safe space for everyone. Drugs, alcohol, weapons and any other illegal items are not allowed into the studios.

Everyone has the right to feel safe from aggressive or intimidating behaviour.

These facilities are for all of us – treat them with respect and leave them as you would expect to find them.

Help us to help you – take responsibility for your time in the Studios.

Bullying is unacceptable at the Roundhouse and will not be tolerated. If you have any questions or concerns you can visit our Info and Advice Base.

There are several measures we may take should the ground rules be ignored:

- Verbal warnings
- Out of room conversations
- A talk with the Youth Support Team
- Supporting you to leave the Studios



You can explore our website for further information about the our approach to protecting your safety (both in the studios and online when you are using our facilities)

[Roundhouse.org.uk/
young-creatives](https://www.roundhouse.org.uk/young-creatives)

Emerging Artist Enrolment Form – page 1

Your details

| |
|----------------|
| Full Name |
| Address |
| |
| |
| Postcode |
| Mobile |
| Home Phone |
| Email |
| Date of Birth: |

Emergency Contact

| |
|--|
| Full Name |
| Relationship |
| Mobile |
| Home Phone |
| Please remember to bring photo ID and proof of address on your first visit to activate the membership |

We want to ensure our projects/spaces are equally accessible for everyone. Please provide any additional details/requirements that could help us to ensure this (e.g.. physical assistance, equipment, materials in different format)

| |
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| |
|--|

Do you have any medical conditions that we should be aware of? (e.g. epilepsy, diabetes?)

| |
|--|
| |
|--|

Please present to our Visitor Assistants with two forms of identification (passport or full/provisional driving licence + proof of address)

T: 020 7424 8477

E: visitorservices@roundhouse.org.uk

www.roundhouse.org.uk

Roundhouse Studios, Chalk Farm Road, London NW1 8EH

Emerging Artist Enrolment Form - page 2

How would you describe your cultural origin?

White

- British
 Irish
 Gypsy or Irish Traveller
 Other white background*

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Other Mixed/multiple ethnic background*

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Other Asian Background

 Prefer not to say

Black or Black British

- Caribbean
 African
 Other Black/African/Caribbean background*

Other

- Arab
 Other*

*Please specify

I identify my gender as

- Male
 Female
 Trans man
 Trans woman
 Non-binary
 Prefer not to say
Please specify _____

Are you

- Unemployed
 Working
 Working & studying
 Studying
 Prefer not to say
Please specify _____

When you enrol on a project, we'll automatically contact you about similar opportunities by email. If you would NOT like to receive this information, please let us know below (please tick):

- I DON'T wish to receive this info by email

Would you be happy to receive information by other methods?

- Yes by post
 Yes by SMS

Would you like to hear about other events at the Roundhouse?

- Yes
 No

Please present to our Visitor Assistants with two forms of identification (passport or full/provisional driving licence + proof of address)

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Roundhouse Studios, Chalk Farm Road, London NW1 8EH

Emerging Artist Enrolment Form – 16 and over Consent

I _____ (*your name*) certify that the information set out in this enrolment form is, to the best of my knowledge, accurate and complete.

I consent to the Roundhouse processing my personal and / or sensitive personal data (provided in any format and at any time, including but not limited to the information set out in this student enrolment form) in accordance with the DPA.

In addition, I understand that whilst attending a course/project at the Roundhouse (including use of the Roundhouse facilities), there may be circumstances where my image(s) may be used by the Roundhouse for marketing and promotional purposes. The images may be used in whatever format, including but not limited to photographs, video footage and images uploaded on the Roundhouse website. If you do not want your image to be used by the Roundhouse, please let us know below:

I do NOT give my consent for my image(s) to be used

If any of the Contacts' Details changes, I will notify the Roundhouse of any changes.

Signed _____

Date _____

Emerging Artist Enrolment Form - Under 16 Consent

I _____ (*parent or guardian*) of _____ (*child's name*) hereby consent to the processing of the participant's personal and/or sensitive personal data in accordance with the DPA for the purposes of their participation hosted by or at the Roundhouse.

In addition, I understand that whilst attending a course/project at the Roundhouse (including use of the Roundhouse facilities), there may be circumstances where image(s) of the participant may be used by the Roundhouse for marketing and promotional purposes. The images may be used in whatever format, including but not limited to photographs, video footage and images uploaded on the Roundhouse website. If you do not want images of the participant to be used by the Roundhouse, please let us know below:

I do NOT give my consent for image(s) of the participant to be used

If any of the Contacts' Details changes, I will notify the Roundhouse of any changes.

Please note that supervision for 11 and 12 year olds will be provided during break times, but at the end of the session all individuals are allowed to leave our premises unaccompanied, unless otherwise arranged by a parent or guardian contacting visitor.services@roundhouse.org.uk

Name _____

Signed _____

Date _____

Please present to our Visitor Assistants with two forms of identification (passport or full/provisional driving licence + proof of address)

T: 020 7424 8477

E: visitorservices@roundhouse.org.uk

www.roundhouse.org.uk

Roundhouse Studios, Chalk Farm Road, London NW1 8EH