

Danceworks Studio Hire Terms and Conditions

1. Booking & cancellation policy

- Minimum booking time is 1 hour. Multiples of 30 minutes may be added subject to availability.
- Bookings cancelled within 3 calendar months are not subject to any charge.
- Bookings cancelled within 2 calendar months are subject to a 15% charge.
- Bookings cancelled within 1 calendar month are subject to a 30% charge.
- Bookings cancelled within 7 days are subject to a 50% charge.
- Bookings cancelled on the same day are subject to a 100% charge.
- Bookings are non transferable.

2. Payments

- Preferred method of payment is by debit or credit card. We do not accept AmEx. Bacs payments are also accepted.
- Bookings can only be confirmed when payment has been received. Until that time, the studio may be offered to another client without notice. Entry to the studio is not permitted without prior payment.

3. Studio Hire rules

- Hirers must state the intended use of the studio at the time of booking.
- Studios must be entered and exited promptly at the times of the booking. Any over-running of the booking will incur additional charges.
- It is not permitted to enter studios other than the booked studio. The use of other studios without prior agreement will incur additional charges.
- It is not permitted to enter the booked studio before the time of booking unless specific permission given on the day by a Danceworks manager.
- The hirer and other attendees are required to announce themselves and the purpose of their visit to a receptionist, before moving beyond the reception area.
- It is the responsibility of the hirer to inform Danceworks about the type of footwear to be used prior to use in the studios and to check for (but not limited to) loose screws, loose nails, worn heels, outside liquids or gum that may cause damage to the studio floors.
- Any damages discovered following the hire beyond normal wear and tear are the liability of the hirer and will be recharged.
- All equipment brought onsite must be discussed and approved at the time of the booking. Setup and removal of such equipment is the responsibility of the hirer. Any damages to hirers equipment is the liability of the hirer.
- The hirer must not unplug, interfere with or change the settings of any equipment in the studios (e.g. audio/air-con).
- Sound must be kept at a reasonable level set by Danceworks at all times. Danceworks staff may enter the studio to reduce sound levels.

- Danceworks staff reserve the right to enter the studio/s at any time should they deem it necessary.
- The hirer is responsible for the conduct of the users of the hire at all times both in the studios and in the rest of the building.
- The hirer must have the appropriate insurance to cover the activity they have hired for.
- Any photography/filming must be discussed with Danceworks prior to the booking and must be contained within the studio hired unless prior written permission is given.
- Studios must be left in a tidy condition. All rubbish must be placed in the bins provided and all Danceworks equipment used must be returned to its allocated storage space
- Danceworks reserves the right to move the hirer to another studio.
- Children use Danceworks studios and hirers and their customers are expected to be mindful of this in their conduct.
- No alcohol may be brought into or consumed on the premises at any time unless specifically agreed in writing by Danceworks management prior to the booking.
- The studios must not under any circumstances be used for sexual/immoral purposes of any kind.
- Danceworks has a zero tolerance policy towards any kind of abuse of staff, teachers other hirers or members.
- Danceworks reserves the right to eject hirers and/or their clients from the premises at any time if the T&C's are breached.

4. Hiring for castings/auditions

- For large/open castings/auditions we advise hirers to hire an additional studio as a holding space. If the members lounge, which is the only permitted waiting space in the building, is busy auditionees will be asked to wait elsewhere outside the building.
- Hirers agree to manage their visitors and ensure that they adhere to Danceworks protocols and T&C's.

5. Storage

- There is limited storage space available that can be booked in advance for an additional fee. No equipment or props etc may be left outside the hired studio.
- Upon making a booking and entering Danceworks premises the hirer accepts the terms & conditions above and agrees to comply with them at all times.

6. Property

- Any property left anywhere in the premises is the responsibility of the hirer. Danceworks accepts no liability for loss or damage.