

Studio hire
Terms and conditions of usage
January 2009

1. Advance payment is required when you have not previously booked studio space at The Place. All new hirers are required to pay at the time of booking, by credit or debit card.
2. Regular bookings will be invoiced monthly (normally mid calendar month)
3. Percussion is not permitted in any studio without prior arrangement. If you intend to use percussion this must be stated at the time of booking when you will be advised if this is possible. N.B Because of our proximity to residential properties it is sometimes not possible to use percussion in certain studios on weekday evenings and weekends.
4. Noise levels in all studios must be kept to reasonable level. Any classes causing noise disturbing other users will be advised to reduce their noise level by Place staff.
N.B All users are asked to consider other users and local residents when using the studios.
5. Shoes are not permitted in any studios except Studios 3, 4 and 7. Indoor dance shoes may be worn in studios 3 and 4 providing they do not mark the floor. The only studio in which we permit trainers is studio 7, under the condition they are for dance purposes only. We do not allow outdoor shoes in any studio.
6. Should you require any other equipment I.E chairs and tables, this must be agreed at time of booking. After this point we can not guarantee availability of equipment.
7. Studio hirers must keep to their allotted time slots and their allocated studio. Those who persistently fail to keep to their allotted times will not be allowed future studio space. Hirers must ensure that class warm up and warm down is allowed for in the studio booking time. Studios must be vacated by 10pm prompt.
8. **Studio times and locations may be changed or cancelled by the Administration and Finance office due to internal events.** Where possible hirers will be given one months notice.
9. All hirers must ensure that they have email confirmation of their studio booking dates, times and location. This information should be brought with you on the day of your booking to resolve any issues that may arise.
10. No food or drink may be taken into the studios except bottled water.
11. If you wish to film in the studios this must be agreed at the time of booking. Further information may be required.
12. There are pianos in all studios except for Studio 9/10 and the Founders. Please ensure that you have stated at the time of booking that you require a piano.

13. External class information will be displayed in a timetable format on both the external display board located in the lobby outside the Administration & Finance office and the Place website. This will be updated termly and is the responsibility of the hirer to ensure all information is correct.
14. All external hirers must make themselves familiar with the fire evacuation procedures and must make sure class participants are briefed on course of action in case of fire.
15. External hirers are advised not to exceed the recommended studio maximum capacity.
16. Changing facilities are available on site and codes for these are available at reception on request.
- 17. There is a 50% cancellation fee for bookings cancelled less than a month in advance.**
18. If you are running a session which involves participants who are under the age of 18 or classed as vulnerable adults the external hirer is responsible for ensuring that the relevant CRB checks have been obtained.
19. All external hirers are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. The Place takes no responsibility for the content or health and safety of classes run by external hirers.