

# DANCEWORKS LONDON

## Studio Hire Terms and Conditions

This document forms the terms and conditions relating to the hire of studio space by a hirer (you) at Danceworks (we/us). The hire of studio space under these terms and conditions does not create any affiliation or partnership between you and Danceworks, and Danceworks takes no responsibility for and does not endorse the content of activities which you carry out in its studios. The hirer is solely responsible for ensuring that they are fully competent and insured for their activity. Danceworks accepts no liability for the hirer or their attendees for injury or loss in the building.

### **1. Booking & Cancellation:**

1.1 Advance payment is required to secure all studio bookings at Danceworks. If asked, you must be able to produce a booking confirmation on the day of the reservation; failing that, you may be denied access to our studios. Immediate payment is required and a booking is only confirmed when payment is received. We reserve the right to cancel any booking where payment has not been received.

1.2 An invoice is generally raised as soon as a booking is agreed and sent in writing via email. Once an invoice has been raised the following booking cancellation policy will apply:

Bookings cancelled within 60 days of the invoiced date are subject to 15% charge.  
Bookings cancelled within 30 days of the invoiced date are subject to 30% charge.  
Bookings cancelled within 7 days of the studio hire booking are subject to 50% charge.

Bookings cancelled within 24 hours of the studio hire booking is subject to 100% charge.

1.3 It is your responsibility to ensure you have received your booking confirmation email and that the information is correct. If you do not receive this email, please contact the studio hire team as soon as possible. The same rules and procedure apply for booking cancellations. Cancellations must be made by email to [studiohire@danceworks.com](mailto:studiohire@danceworks.com) The email date/time will be considered as the start of the cancellation period.

1.4 If not paid by phone at the time of booking, all invoices must be paid immediately upon receipt, otherwise you risk cancellation of future bookings. A payment schedule can be negotiated if the booking is continuous/regular. Please contact the studio hire bookings team for more information.

1.5 Studio times and locations may be changed or cancelled in exceptional circumstances by Danceworks. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.

### **2. Noise levels, Percussion and Pianos in the Studios:**

2.1 Noise levels in all studios must be kept to a reasonable level as determined by

Danceworks. If you are disturbing other users, you will be instructed to reduce your noise level by Danceworks staff.

2.2 Due to noise restrictions all windows on the front elevation of the building are to be kept closed. Speak to staff if there are any issues. All studios are equipped with a ventilation system to ensure air circulation, plus a floor fan for extra ventilation can be supplied on request.

2.3 Percussion is not permitted in any studio without prior agreement. If you intend to use percussion this must be stated at the time of booking when you will be advised if this is permissible.

2.4 There are upright pianos in all studios except in Studio 3, 6 and 4. We can supply a professional grade weighted key, electronic piano on request.

Please ensure that you have stated at the time of booking that you require a piano.

Upright pianos must not be moved as doing so can cause damage to the piano or the floor; if this happens, you will be liable for any such damage.

### **3. Food & Drink in the Studios:**

3.1 No food or drink may be taken into the studios except bottled water. However, if you feel your hire requires this exceptionally, please arrange at the time of booking. You are responsible for ensuring your attendees do not bring hot drinks or bottled drinks other than water into the studios.

### **4. Damage to the Studios:**

4.1 You will be liable for any damage caused to the studios. This includes (without any limitation) damage to the studio's floors, walls, audio system, barres and other equipment. You are responsible for informing reception if you notice anything unusual in the condition of the studio that you are using before commencing your booking.

### **5. Booking Times:**

5.1 Our booking policy allows for back-to-back bookings. You **must** keep to your allotted time slots even if the studio does not appear to be in use after your booking unless you have the express permission of reception. And you must ensure that in the case of activities that require warm-up and cool-down or other arrangements such as setting up and packing away equipment, filming a routine etc, that you allow for this within the booking time. If you fail to keep to your allotted time, you may not be allowed to book studio space in the future. persistent offenders will be fined for every minute over at the (current) rate of £5 per minute. If the studio user before your hire has not left the studio by one minute past, please immediately inform reception. Please do not enter any studio without reception's permission. You will be charged for using a studio you have not booked. Danceworks reserves the right to charge for any extra time in the studio according to reception's report.

5.2 For bookings at the end of the day, studios must be vacated promptly by 22.00 Monday to Friday and 19:00 Saturday to Sunday. Showers will not be available at those times.

### **6. Use of Equipment:**

6.1 All studios are equipped with an audio system which includes Bluetooth connectivity. Hirers can plug in their own mobile devices. Hirers are advised to bring in their own jack adapter for use on smartphones. Adaptors may be available on reception for which a deposit must be left.

6.2 It is imperative that the wiring/dials on the equipment or any plug sockets should not be tampered with under any circumstances for your own personal setup. If you have issues or questions ask at reception for assistance. Further, liquid must not be kept on top of any of the audio equipment. you will be liable for any damage.

6.3 Should you require any extra equipment such as chairs and tables, this must be stated at time of booking to allow staff to prepare the studio set up. Extra equipment may not be available on the day. Please ensure that if the person making the booking is not present for the hire that your representative is briefed, or has briefed you on what is required, in advance.

6.4 The building is equipped with Wi-Fi signal and this is accessible with a password, details of which can be found at Reception. This is a free service which is not set up for the purpose of live streaming and there are no guarantees as to its speed and reliability.

6.5 Any equipment brought onsite must be compliant with current guidance & legislation and must be discussed and approved at the time of the booking. Setup and removal of such equipment is the responsibility of the hirer and any damage is the liability of the hirer.

## **7. Photography & Video Filming:**

7.1 We prohibit filming and photography of Danceworks classes, other studio hirers, staff, members and the public using the building. Filming and photography for your hire within Danceworks must be approved at the time of booking or in advance of the hire in writing.

## **8. Health & Safety, Best Practice and Public Liability Insurance:**

8.1 You are responsible for ensuring your hire is managed in line with current health and safety legislation and best practice guidelines. Danceworks takes no responsibility for the content or health and safety of classes run by hirers.

8.2 The first aid kit and accident book is kept at reception. Should a participant in your hire sustain an injury please inform the duty manager who may be able to assist by calling paramedics if required. Please ensure that you have first aiders available in your team as the well being of your participants is your responsibility. Please note that staff members can only offer limited assistance to you onsite, and also will not be able to leave the premises.

8.3 Hirers must inform us in advance if they are expecting any disabled users. Danceworks is not wheel chair accessible.

8.4 Hirers must familiarise themselves and their participants with the fire evacuation procedures in case of fire.

8.5 Danceworks is not liable for and cannot cover the loss of or damage to a hirer's personal property.

8.6 Hirers need to have insurance to cover any situation involving loss or injury to

any of their participants or members of the public as a result of their own activities.

Hirers are also liable for any Danceworks loss of income incurred.

8.7 If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring that the relevant DBS checks have been obtained. Children use Danceworks studios and hirers and their customers are expected to be mindful of this in their conduct at all times.

8.8 For health and safety reasons hirers are advised not to exceed the recommended studio maximum capacity which will be advised at the time of booking.

## **9. Location & Building Facilities:**

9.1 Danceworks is located at 16 Balderton Street, London, W1K 6TN. More information can be found on this link: <http://danceworks.net/about/contact-us>. Hirers and their participants must report at Danceworks Reception on arrival.

9.2 Toilet and changing facilities are located on the basement floor of the building.

9.3 Drinks and snacks are available to purchase at reception.

9.4 Opening times Monday to Friday 09.00 to 22:00. Saturdays and Sundays 09.00 until 19:00. Additional times may be available on request at the time of booking.

## **10. Marketing & Publicity Guidelines:**

10.1 Hirers are only allowed to mention Danceworks in their advertising as the venue where their activity is taking place and must not use the word or logo "Danceworks" in the title of their event. Location must be listed as "Danceworks" with no other suffixes.

10.2 All studio users must be directed to the entrance on 16 Balderton Street, W1K 6TN. Danceworks website has directions, travel information and a map which can be used on advertising material: <http://danceworks.net/about/contact-us/>

10.3 Danceworks logo must not be used in connection with any hire, unless the performance or workshop has been directly commissioned by Danceworks. Hirers are not allowed to post information about their events on Danceworks social media platforms.

10.4 Hirers are allowed to display one poster (no bigger than A5) on the notice board located on the basement floor, provided there is not a conflict of interest with Danceworks activities. Please notify reception and they will add to the notice board. We are unable to permit flyers or adverts on the premises, or sales of goods by the hirer.

## **11. Hire Rates and Timing:**

11.1 Rates are calculated by the hour (one-hour minimum hire, after which fractions of 30 minutes are permitted).

11.2 VAT is charged on all bookings, currently at 20%.

11.3 We are not able to offer discounts for charities unless prior approval is exceptionally obtained from the General Manager.

## **12. Studio Hire Rules:**

12.1 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.

12.2 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 is given on the day by reception.

12.3 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. Roisin is not permitted in any studios with Ballet floors. Any damages discovered following the hire beyond normal wear and tear are the liability of the hirer and will be recharged.

12.4 Danceworks does not allow hirers to bring in their own tape to mark the studio floors. Danceworks can supply non-marking tape free of charge should you need it.

12.5 Danceworks reserves the right to move the hirer to another studio if circumstances dictate without prior notice.

12.6 The hirer is responsible for the conduct of their participants at all times both in the studios and in the rest of the building.

12.7 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

12.8 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.

12.9 Stag parties are prohibited at Danceworks. Hen or similar parties must be alcohol and drug free and participant's behaviour appropriate to and considerate of our clients and reputation. If the hirer is not present, the teacher they have engaged must take responsibility.

12.10 The studios must not under any circumstances be used for sexual/immoral purposes of any kind.

12.11 If a hirer finds a problem with the studio they have hired at the start of the hire they must notify reception immediately. Danceworks will give best endeavours to remedy the situation where reasonably practicable.

12.12 Hirers are not permitted to sell or offer for sale or distribute any items outside of the studio they have hired, and only to their own participants.

12.13 Studio users should keep their belongings with them at all times as Danceworks does not provide lockers and does not accept any liability for anything lost or damaged.

12.14 Dogs or other animals are not allowed in the studios.

12.15 Our staff may enter the studios at any time deemed necessary.

12.16 Danceworks is not responsible for hirer's attendees, such as booking/signing them in.

12.17 Danceworks does not permit smoking/vaping in any area inside or outside the building and neighbouring steps.

### **13. Hiring for Castings/Auditions/Large Groups:**

13.1 For large/open castings/auditions we advise hirers to hire an additional studio

as a holding space. If the member's lounge, which is the only permitted waiting space in the building is busy, auditionees will be asked to leave and wait elsewhere outside the building. Where there are a lot of participants the hirer is responsible for organising the logistics, having a person onsite to manage this, ensuring that they adhere to Danceworks protocols and T&C's. The hirer's participants should not gather in any public spaces/on the stairs in Danceworks in large numbers, or on the street outside, causing obstruction to the fire exit flow or a nuisance to other clients or our neighbours.

#### **14. Storage:**

14.1 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.

#### **15. Hiring Studios for External Classes:**

15.1 We occasionally accept studio hire bookings for external regular dance courses. However, we must be satisfied that these bookings do not in any way undermine or clash with the provision of our Danceworks open timetable classes.

15.2 If we approve the bookings, they have to be for paid in advance limited duration courses, with no drop-in availability. They must not be advertised in any way that suggests that this is Danceworks provision. This would need to be made absolutely clear on the hirer's promotional material.

15.3 In the case of ad hoc bookings, we will decide if we believe there is a conflict and may not accept the booking, particularly at peak or conflicting times at our discretion.

#### **16. Abuse:**

Danceworks has a zero tolerance policy towards any kind of abuse of our staff, teachers, other hirers or members. We will eject from the building any person/s at our manager's discretion if any of our T&C's are breached.

#### **17. Declaration:**

Upon making a booking and entering Danceworks premises the hirer accepts the above terms & conditions above and agrees to comply with them at all times.

# EMERGENCY PLAN

**Location:** Danceworks and Natureworks, 16 Balderton Street, W1K 6TN

- 1. All Staff should be aware that the meeting point after an evacuation is **on the Corner of Brown Hart Gardens****
- 2. If anyone comes across a fire within the building they must break the glass at a call point to sound the alarm and report the fire to the Manager who will call the fire brigade.**
- 3. If the fire alarm sounds the Fire Marshall for each floor will ask all teachers, Therapists Clients and Members of the public to leave the building and go to their designated floor to make sure everyone has left the floor and leave by the nearest exit. They will then report to the Chief Fire Marshall at the meeting point to tell him/her their floor is clear.**
- 4. The designated fire exits are at the front and rear of the building access to Balderton Street, and located in the ladies changing area and basement studio. Once out of the building individuals should go immediately to the meeting point. Individuals should leave the building via the nearest clear exit to them. There are 4 exits available within the building.**

Ground floor Fire Marshall: Reception/Duty Manager  
First Floor Fire Mashall: Studio Manager  
Basement Fire Marshall: Reception/Duty Manager

**If you discover a fire in the building** please sound the alarm at your nearest point and take the responsibility to ensure that the members of your group leave the building immediately and take the following action:

If the fire alarm sounds:

1. Call the Fire Brigade immediately on 999
2. Evacuate the building quickly and safely in an orderly manner
3. Do not stop to collect any personal belongings
4. Assemble on the pavement area at the corner of Brown Hart Gardens
5. Do not re-enter the building until it is safe to do so

In the event of a fire and you are on the ground, first, second or third floor use the **fire exit through the main reception or the glass door at the bottom of the stairs and head to the assembly area.**

In the event of a fire and you are in the basement area, use the **fire exit in studio 1 or in ladies changing rooms, follow the fire exit signs up the stairs and out the gate to the assembly area.**

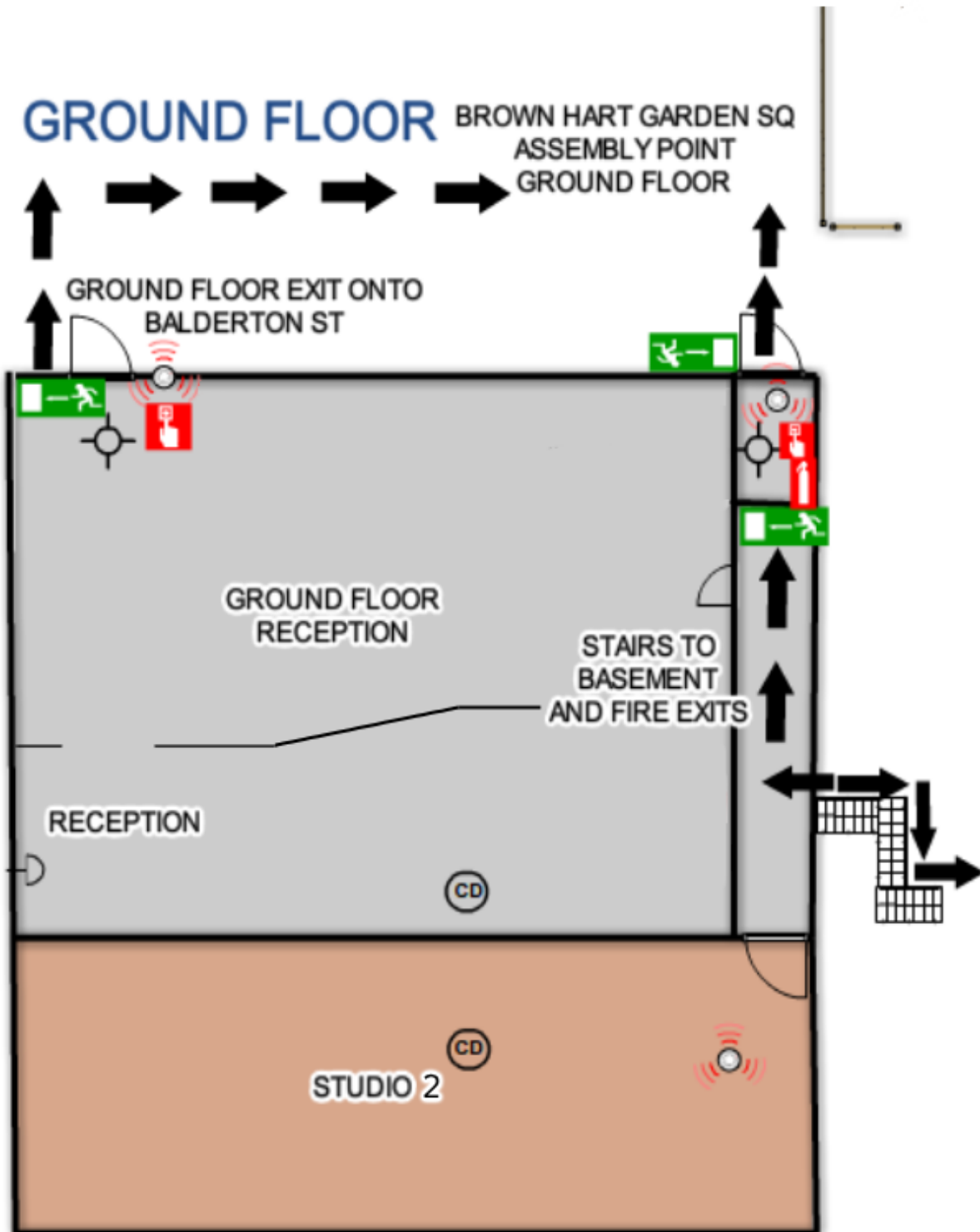
Please refer to the floorplans below in order to find your nearest fire exits:

### KEY





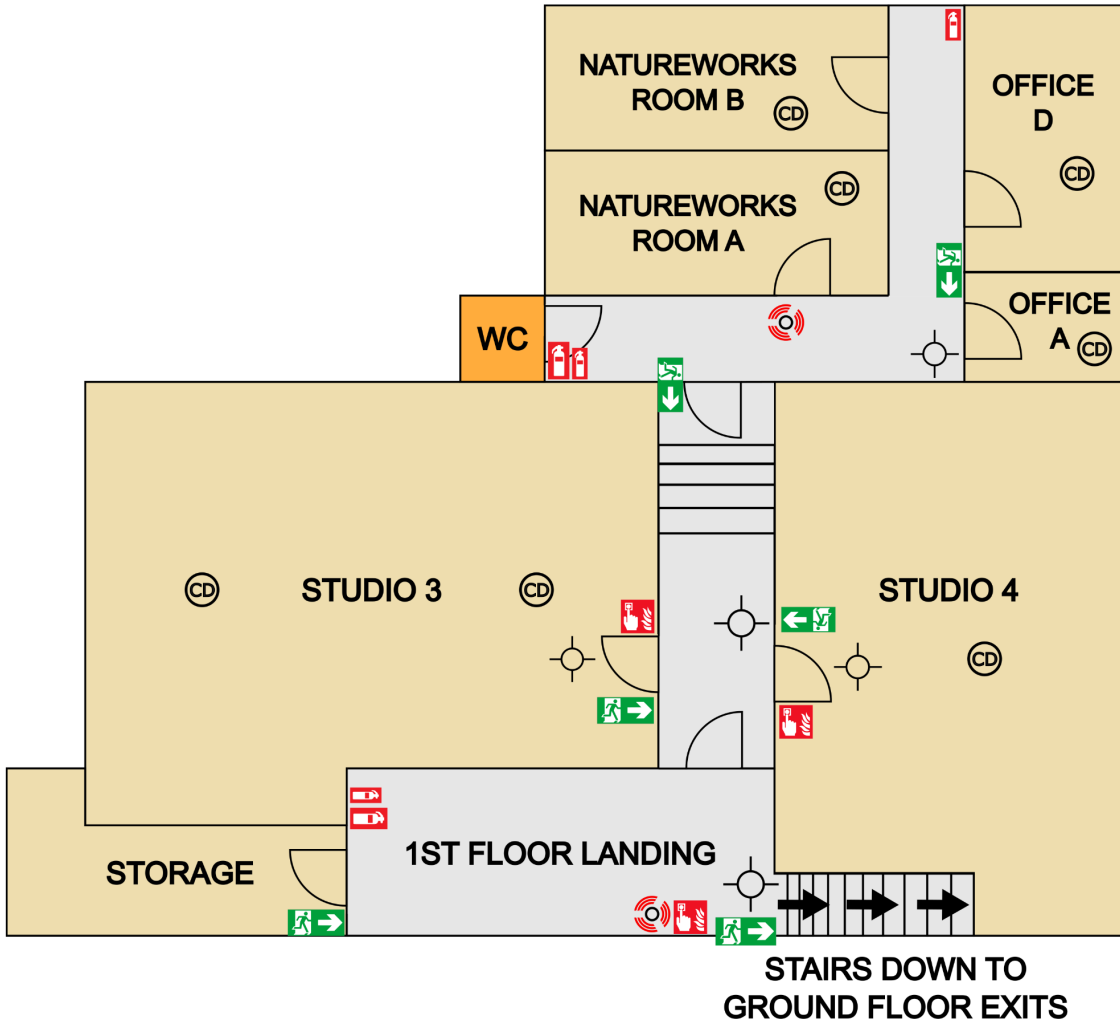
**Ground Floor Plan:**



## Basement Floor Plan:

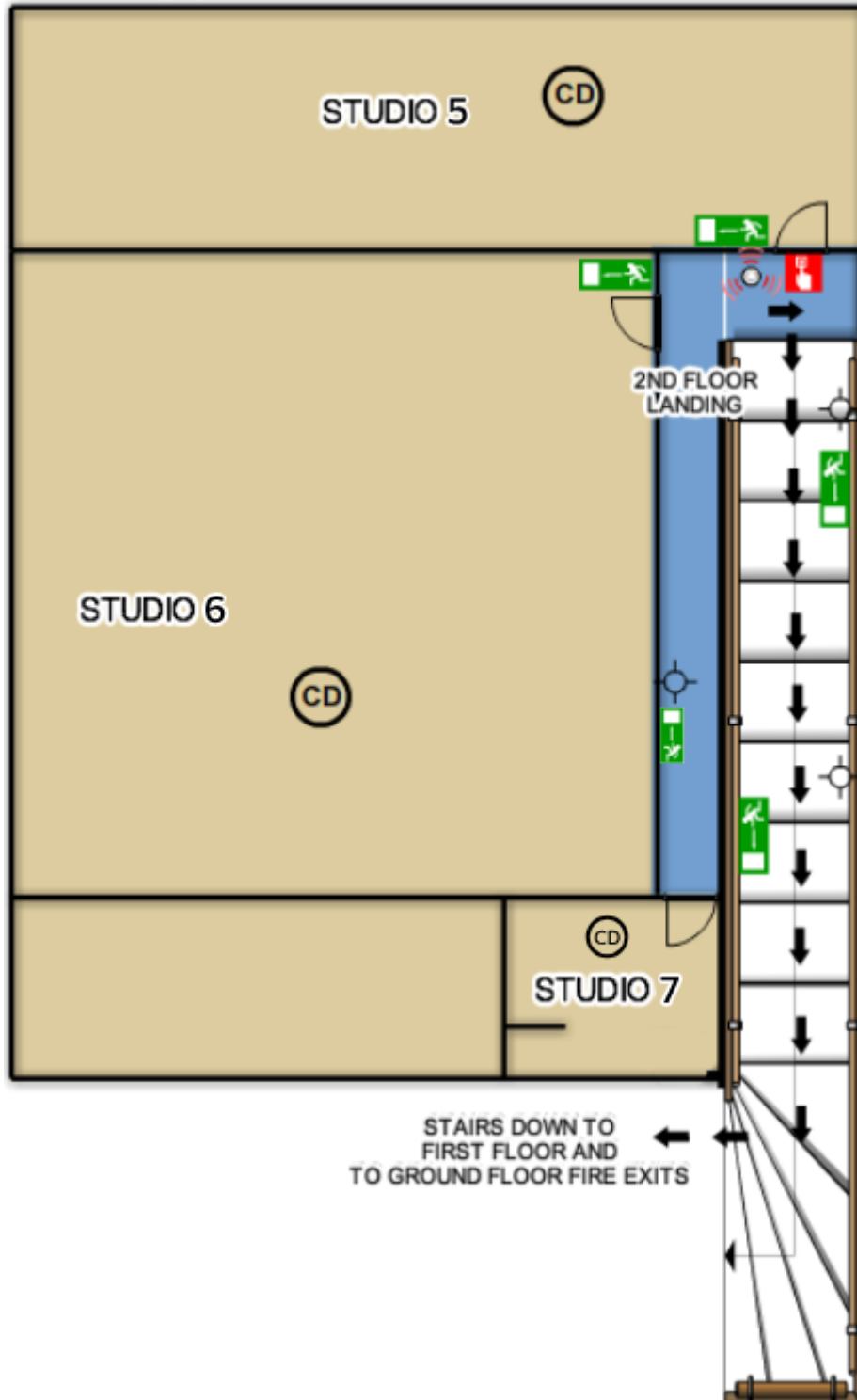


**1st Floor Plan:**



**2nd Floor Plan:**

**2ND FLOOR**



3rd Floor Plan:

3RD FLOOR

