

DANCEWORKS

MAYFAIR

Studio Hire Terms and Conditions

This document forms the terms and conditions of 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.

1. Booking & Cancellation Procedure:

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. We reserve the right to cancel any booking where payment is not received before the event.

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

Cancellation Policy

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.

1.4 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 more than three months in advance; please contact the studio hire bookings team for more information about this.

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 are to be kept closed. All studios are equipped with a ventilation system to ensure air circulation, plus a floor fan for extra ventilation can be supplied on request. Studios 10 & 11 are fully air conditioned.

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 Yamaha P45 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 Generally speaking 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.

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, or audio system. 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 and you must ensure that in the case of classes that require warm-up and cool-down or other arrangements such as setting up and packing away equipment etc is allowed for within the booking time. If you persistently fail to keep to your allotted time, you will not be allowed to book studio space in the future.

5.2 Danceworks reserves the right to charge for any extra time in the studio according to reception's report.

5.3 At the end of the day, studios must be vacated promptly by 22.00 Monday to Friday and 18:00 Saturday to Sunday.

6. Use of Equipment:

6.1 All studios are equipped with an audio system; this consists of a CD player & MP3 playing capabilities. Studio users can plug in their own MP3 player or laptop. Users are advised to bring in their own jack adapter for use on iPhone 7 smartphones, upwards. The mini-jack cables are tied to the equipment.

6.2 Please note; wiring on the equipment should not be tampered with under any circumstances for your own personal setup. Liquid should not be kept on top of any of the audio equipment.

6.3 Should you require any extra equipment (i.e. chairs and tables), this must be stated at time of booking.

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. Please note this is a free service which is not set up for the purpose of live streaming and there are no guarantees from our part as to its speed and reliability.

6.5 Any equipment should be compliant with current guidance & legislation.

6.6 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 under any circumstances unplug, interfere with or change the settings of any equipment in the studios (e.g. audio/air-con).

7. Photography & Video Filming:

7.1 We prohibit filming and photography of classes, other studio hirers, staff, members of the public and children 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 session is run 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 external 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 can assist by calling paramedics if required. Please note that staff members can only assist you on site and will not be able to leave the premises.

8.3 All hirers must tell us in advance if they are expecting any disabled users. Danceworks is not adapted for wheel chair use.

8.4 All hirers must make themselves familiar with the fire evacuation procedures (and must make sure hirers participants are briefed on the course of action in case of fire.

8.5 Danceworks is not liable for and cannot cover the loss of 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.

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](https://www.danceworks.net/about/contact-us). More information can be found on this link: <http://danceworks.net/about/contact-us>. All studio users are asked to report at Danceworks Reception on arrival.

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

9.3 Danceworks has a small café located on the ground floor. Opening times Monday – Friday from 08.30 to 22:00 and Saturdays - Sundays from 09.00 until 18:00.

10. Marketing & Publicity Guidelines:

10.1 Studio 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](https://www.danceworks.net/about/contact-us). 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. Studio 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. Please notify reception and they will add to the notice board. We are unable to permit flyers or adverts on the premises.

11. Pricing and Studio Specificities:

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 given on the day by a Danceworks manager.

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.

12.4 Any damages discovered following the hire beyond normal wear and tear are the liability of the hirer and will be recharged.

12.5 Danceworks does not allow hirers to bring in their own tape to mark the studio floors. Danceworks will supply non-marking tape free of charge should you need it. Please ask a member of staff at Reception.

12.6 Danceworks reserves the right to move the hirer to another studio.

12.7 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, 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.

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 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.

13. Hiring for Castings/Auditions

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.

13.2 Hirers agree to manage their visitors and ensure that they adhere to Danceworks protocols and T&C's.

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.

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

15. Hiring for Regular 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.

If we approve the bookings, these would have to be strictly 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 bookers promotional material

Danceworks has a zero tolerance policy towards any kind of abuse of staff, teachers, other hirers or members. Danceworks staff reserve the right to enter the studio/s at any time should they deem it necessary

Danceworks reserves the right to eject hirers and/or their clients from the premises at any time if the T&C's are breached.

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, make the alarm sound 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 Marshall: Studio Manager

Basement Fire Marshall: Reception/Duty Manager

DANCEWORKS MAYFAIR

Danceworks Studio Hire
Fire Safety Important Please Read

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:

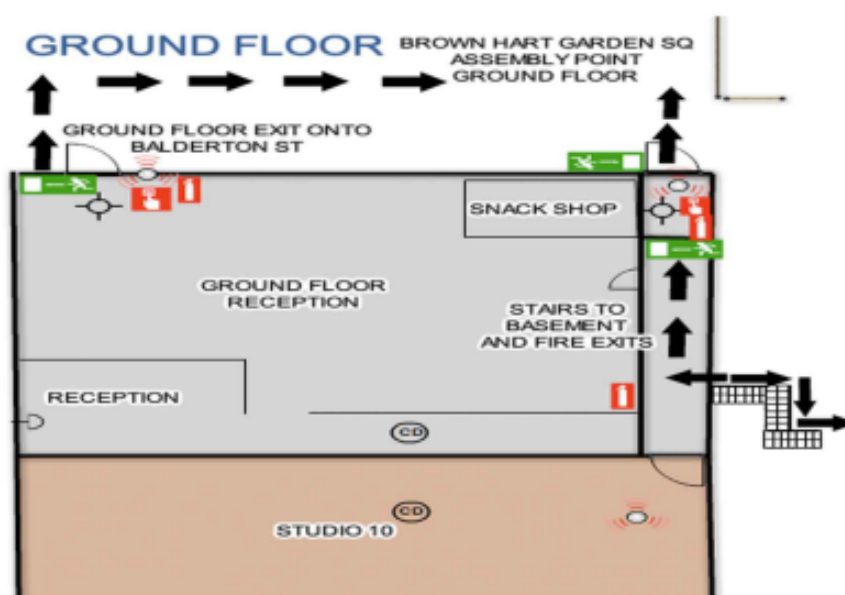
1. Call the Fire Brigade immediately on 999
2. Evacuate the building quickly and safely in an orderly fashion
3. Do not stop to collect any personal belongings
4. Assemble on the pavement area at the corner of Brown Hart Gardens
5. Do not re-enter the building until it is safe to do so

Please refer to the below floorplan in order to find your nearest fire exit.

Studio 10 Floor Plan

KEY

 SMOKE DETECTOR	 DESIGNATED ESCAPE ROUTES
 BREAK GLASS POINT	 FIRE EXTINGUISHER
 FIRE EXIT SIGN	 FIRE ALARM CONTROL PANEL
 EMERGENCY LIGHTING	 FIRE ALARM



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If the fire alarm sounds:

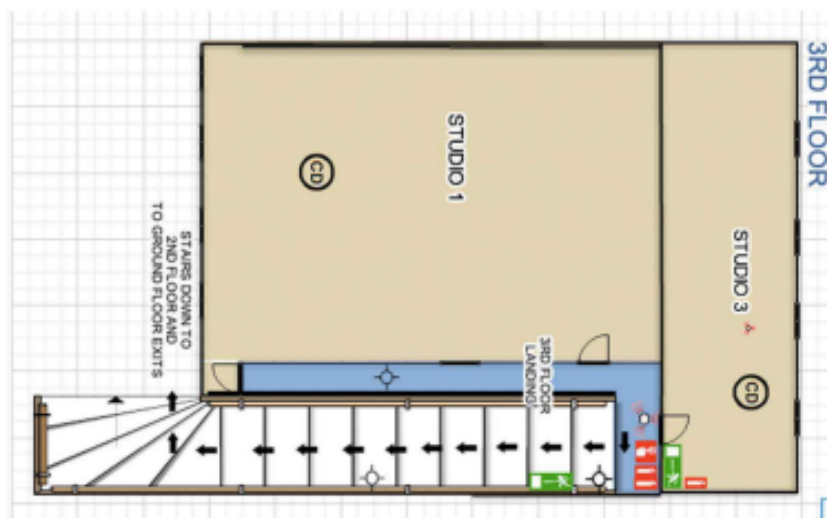
1. Call the Fire Brigade immediately on 999
2. Evacuate the building quickly and safely in an orderly fashion
3. Do not stop to collect any personal belongings
4. Assemble on the pavement area at the corner of Brown Hart Gardens
5. Do not re-enter the building until it is safe to do so

Please refer to the below floorplan in order to find your nearest fire exit.

Studios 1 & 3 Floor Plan

KEY

 SMOKE DETECTOR	 DESIGNATED ESCAPE ROUTES
 BREAK GLASS POINT	 FIRE EXTINGUISHER
 FIRE EXIT SIGN	 FIRE ALARM CONTROL PANEL
 EMERGENCY LIGHTING	 FIRE ALARM



DANCEWORKS MAYFAIR

Danceworks Studio Hire Fire Safety Important Please Read

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:

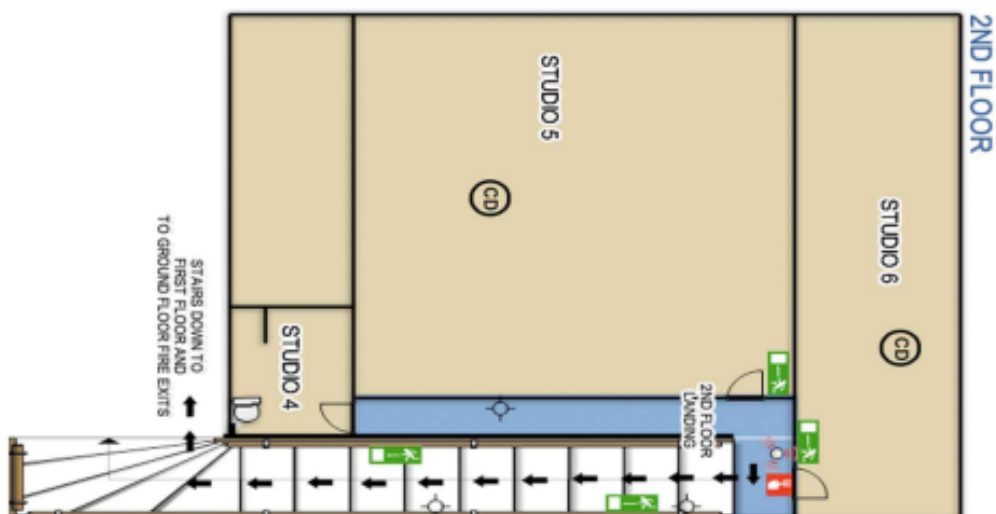
1. Call the Fire Brigade immediately on 999
2. Evacuate the building quickly and safely in an orderly fashion
3. Do not stop to collect any personal belongings
4. Assemble on the pavement area at the corner of Brown Hart Gardens
5. Do not re-enter the building until it is safe to do so

Please refer to the below floorplan in order to find your nearest fire exit.

Studios 4, 5 & 6 Floor Plan

KEY

 SMOKE DETECTOR	 DESIGNATED ESCAPE ROUTES
 BREAK GLASS POINT	 FIRE EXTINGUISHER
 FIRE EXIT SIGN	 FIRE ALARM CONTROL PANEL
 EMERGENCY LIGHTING	 FIRE ALARM



DANCEWORKS MAYFAIR

Danceworks Studio Hire
Fire Safety Important Please Read

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 fashion
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

Please refer to the below floorplan in order to find your nearest fire exit.

Studio 11 & Lounge Floor Plan

KEY

 SMOKE DETECTOR	 DESIGNATED ESCAPE ROUTES
 BREAK GLASS POINT	 FIRE EXTINGUISHER
 FIRE EXIT SIGN	 FIRE ALARM CONTROL PANEL
 EMERGENCY LIGHTING	 FIRE ALARM

