

STUDIO HIRE TERMS AND CONDITIONS

This document forms the terms and conditions of hire of studio space by a hirer _____ at The Dance Studio. The hire of studio space under these terms and conditions does not create any affiliation or partnership between you and The Dance Studio. The Dance Studio takes no responsibility for and does not endorse the content of activities which you carry out in its studios.

Booking Procedures

- We do not take bookings over the phone. All reservations must be made via email to studiohire@thedancestudio.co.nz . Our usual office hours are Monday to Friday between 10.00am and 5.00pm. Any weekend bookings must be arranged before 4.00pm Friday. The reception desk at The Dance Studio is not equipped to take or change any bookings or payments, nor to provide detail on the studio' availability to external hirers.
- An invoice is raised as soon as we have received the completed booking form. Once an invoice has been raised a 50% cancellation fee is applicable if the booking is happening within the month ahead. If cancellation is made within a week or less of the booking date, then the total amount on the invoice will be liable. If the booking is cancelled before the required 30 days' notice a cancellation fee will not apply.
- A payment schedule can be negotiated if the booking is more than two months in advance; please contact The Dance Studio for more information about this.
- Studio times and locations may be changed or cancelled in exceptional circumstances by The Dance Studio due to changes in the internal programme. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.
- Under no circumstances are The Dance Studio facilities to be used without a prior authorised booking. The Dance Studio reserves the right to invoice for any unauthorised use of our studios.

Noise Levels

- Noise levels in all studios must be kept to a reasonable level. If you are disturbing other users, you will be advised to reduce your noise level by The Dance Studio staff.
- There are noise restrictions on both of our Dominion Road studios and Blue studio after 9pm. Please be aware of this when booking studios.

Fire Procedure

- The hirer will be informed about these procedures and is expected to inform all persons in the hirer's party about these procedures.

Food & Drink in the Studios

- No food or drink may be taken in/consumed in the studios except bottled water.

Damage to the Studios

- You will be liable for any damage caused to the studios. This includes (without limitation) damage to the studio's floors, walls, or audio system. You are responsible for informing The Dance Studio if you notice anything unusual in the condition of the studio you are using before commencing your booking.

Use of Equipment

- Please note that the equipment/furniture is to be used for its intended purpose only. Any items moved during a booking must be returned into its original place as found.
- Our studios are suitable for dance and movement practices. Should you bring in any extra equipment, this must be stated and authorised at time of booking.

Photo & Video

- Any hire involving photography and video footage must be agreed at the time of booking.
- For shoots an appropriate credit line acknowledging The Dance Studio as the location is sufficient, i.e.: "filmed at The Dance Studio" or "Location: The Dance Studio". If the images/videos will be broadcasted on any social media platform, we require a copy of the content being used.

Health & Safety

- You are responsible for ensuring your session is run in line with current health and safety legislation and best practise guidelines. The dance studio takes no responsibility for the content or health and safety of classes run by external hirers.
- The Dance Studio insurance will only cover defects with the building. We are not liable for and cannot cover loss of your personal property.
- Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities.

Marketing & Publicity Guidelines

- Studio hirers must mention The Dance Studio in their advertising as the venue where their activity is taking place but must not use 'The Dance Studio' in the title of their event.
- Studio hirers are not allowed to post information about their event without prior authorisation to do so from The Dance Studio.

By signing this you acknowledge and confirm that you have understood and agreed to comply with the terms and conditions for studio hire at The Dance Studio.

Signature: _____ Date: _____