



STUDIO HIRE TERMS AND CONDITIONS

Thank you for your booking with movingartsbase. Below are the studio hire and usage terms and conditions. Please read these and sign at the bottom showing your agreement.

1. **A 30% non-refundable deposit is required to confirm a booking.**
2. **Please note that your booking time is the time from which you will have access to the studio until the time you will need to vacate the studio. If you require set up/set down time please schedule this in your booking.**
3. No user will be allowed access to the studios until payment is received.
4. All invoices totalling less than £100 must be paid in full at least 2 weeks prior to studio use.
5. For bookings totalling more than £100 a 30% non-refundable deposit is required to confirm the booking. The remainder is due **2 weeks** before the booking for **weekday** hires and **1 month** before for **weekend** hires.
6. Users cancelling with less than **2 weeks** notice for weekday hires and less than **1-month** notice for weekend hires will be liable for the full fee.
7. movingartsbase reserves the right to cancel bookings at anytime. While we will give as much notice as possible movingartsbase cannot be held responsible for any loss incurred from cancellations. Please ensure you have insurance in place to cover this rare possibility.
8. If unfunded users are discovered to be receiving payment, profit or gain from studio use they will be liable for the full, funded rate for their studio hire.
9. Shoes are not permitted in the dance studios at any time.
10. No food or drink, other than bottled water, is allowed in the dance studios at any time.
11. Music volume must not exceed the indicated maximum level mark on the stereo systems.
12. It is not permitted to use your own sound system without prior approval from movingartsbase.
13. No marking of floors with tape (gaffer tape, duct tape, masking tape, etc) is permitted. Electrical tape may be used but only with prior approval from management and must be removed at the end of the day.
14. Tea-light candles are permitted provided they are in proper holders. Tea lights must not be placed directly on the dance floors without an appropriate candleholder as this will burn/scorch the floors. No other candles are permitted.
15. You may use Incense provided they are used in proper holders.
16. Please ensure you have completed your activities and have vacated the space at the end of your booking time.
17. At the end of the booking the studio(s) must be left in the same condition as you found them.
18. Studio 10 skylight windows must not be opened without permission from movingartsbase management and must be shut at the end of studio use.

Any damage to the studios resulting in misuse or failure to adhere to the above terms and conditions will result in repairs being charged to you. By signing below you show your agreement to the above conditions.

Name (please print): _____

Name of Organisation (if applicable): _____

Signed: _____

Date: _____

Thank you

movingartsbase

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