

## **Marina Studios Hire Terms and Conditions**

### **1. Cancellations and Invoices**

- Bookings with a 7-day (168 hours) notice of being cancelled are 100% refunded.
- Bookings with a 48-hour notice of being cancelled are 50% refunded.
- Invoices are to be paid within 24 hours prior to the booking.
- Please note, verbal cancellations may not be accepted.
- All cancellations must be written via email [to info@marinastudios.co.uk](mailto:info@marinastudios.co.uk)

### **2. Regular Bookings**

- Regular bookings will be invoiced monthly. All invoices must be paid within 14 days otherwise hirers risk cancellation of further bookings.

### **3. Noise and Footwear**

- 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. Noise levels in all studios must be kept to a reasonable level. Any classes causing
- Noise disturbance to other users will be advised to reduce noise levels by Marina Studios staff. All users are asked to consider other users and residents when using the studios.
- In all studios only indoor dance shoes such as trainers / soft light sole shoes are permitted, unless heels, tap or flamenco shoes have been agreed with management. All shoes must be non-marking. If your shoes mark the floor, please remove them.
- If any damage or excess marks are caused to the floor, the hirer will incur the cost of cleaning of £30. Hirers should report any excessive marks they see on the studio floor at the beginning of their session otherwise they may be charged for the cleaning cost.

### **4. Equipment**

- Should you require any other equipment (eg chairs and tables) this must be agreed at the time of booking. After this point we cannot guarantee availability of equipment.
- No food or drink may be taken into the studios except bottled water.
- All studios are equipped with a full PA Bluetooth system. Please note that the equipment must not be moved around the room without permission and no objects should be kept on top of the cabinet (especially food or drinks).

### **5. Fire Procedure**

- All external hirers should make themselves familiar with the fire evacuation procedures and please ensure class participants are briefed in case of fire. It is the responsibility of the hirer to register all participants in their class/session.

### **6. External Hirer Agreements**

- If a session involves participants who are under the age of 18 or classed as vulnerable adults the external hirer is responsible for ensuring that the relevant DBS checks have been obtained.
- All external hirers are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. Marina Studios takes no responsibility for the content or health and safety of classes run by external hirers. All Reception staff are First Aid trained, this is also where the First Aid Kit, Defib machine and accident book are kept.

This hire agreement is to be confirmed via email through the response 'accept'.