



Studio Hire Terms & Conditions Guide

Welcome to our Studio Hire Information Pack

Welcome

Thank you for choosing **The Dance Studio Leeds Ltd.**

Our versatile studios are available for professional companies, teachers, creatives and community groups for:

- Rehearsals
- Classes & Workshops
- Auditions
- Private Hire
- Events & Creative Projects

Mill 6, First Floor, Mabgate Mills, Leeds LS9 7DZ

0113 242 1550

www.thedancestudioleeds.com

info@thedancestudioleeds.com

Our Studio Facilities

Included in Your Hire:

Wi-Fi

PA Systems (MP3 / Laptop / Bluetooth dongle on request)

Full Length Mirrors

Sprung Floors

Kitchenette & Chill Out Space

Tea & Coffee Facilities

Digital Piano

Projector, TV & DVD Facilities

Studio Equipment (mats, chairs, tables, whiteboard etc.)

Secure Onsite Parking*

*Unlimited evenings/weekends. Limited daytime availability Mon-Fri, please enquire.

Studio Spaces

Studio 1

8m x 10m

Dance Mat Flooring

Studio 2

9.2m x 7.2m

Sprung wooden Flooring

Studio 3

13m x 8m

Dance Mat Flooring

Studio 4

5.5m x 3m

Wooden Flooring (not sprung)

Studio 5

9.5m x 5m

Sprung wooden Flooring

Hire Pricing

Pricing is tailored to your requirements.

Discounts Available For:

- Block Bookings
- Weekly Classes
- Independent Dance Artists*
- Charities

*Concession rates apply for non-profit use.

Please contact us for a bespoke quote.

Terms & Conditions of Hire

Studio Etiquette

Please help us care for the space by:

- Leaving the studio clean and tidy
- Returning equipment to its original place
- Switching off lights before leaving
- Respecting neighbouring bookings and shared areas

Time Slots

Please arrive and vacate promptly within your booked time.

As we often run back-to-back hires, staying within your slot helps us keep everything running smoothly.

You are welcome to use reception or kitchenette waiting areas before and after your booking.

Deposits

Block & Large Bookings

A **20% non-refundable deposit** may be required to secure large or block bookings.

- Deposit applies to booked dates only
- Deposits are non-transferable
- Cancellation results in loss of deposit

Weekly Hire Clients

New weekly hirers are asked for **two weeks hire upfront** as a security deposit.

This is refundable when:

- Hire is terminated with correct notice
- Account is fully settled
- Terms have been met

Payments

Full payment is required:

- Within **28 days** of invoice date, or
- By the day before hire for bookings made within 28 days.

Payment Methods

We accept:

- Card Payments
- Bank Transfer
- Cheques payable to *The Dance Studio Leeds*

Late Payments

Late payments may incur:

- **8% interest** for individuals
- **8% above base rate** for commercial clients
- Commercial debt compensation where applicable

Outstanding balances may result in suspension of future bookings.

Cancellation Policy

Standard Hire Bookings

Notice Given	Charge
More than 14 days	0%
More than 7 days	10%
Less than 7 days	50%
Less than 48 hours	100%

Bookings made within 48 hours of hire are non-refundable.

Please notify us as soon as possible if plans change.

Weekly Timetabled Class Hire

Regular Class Commitments

- Minimum commitment: **6 weeks**
- Permanent slots require **2 weeks written notice** to terminate
- Less than 2 weeks notice = charges still apply

Ad Hoc Class Cancellations

48 hours written notice required.

Otherwise full hire charge applies.

Class Breaks

Permitted:

- Maximum 4 consecutive weeks break
- 2 weeks written notice required for planned breaks

Longer breaks may affect retention of your slot.

If a substitute teacher covers your class, please let us know in advance.

Liability & Insurance

The hirer is responsible for:

Required Cover

You must hold your own:

- Public Liability Insurance
- PRS / PPL Licensing (if applicable)
- Appropriate First Aid Knowledge

Proof of public liability insurance must be provided before hire begins.

Hirer Liability Includes

Responsibility for:

- Damage to studio equipment
- Damage caused during hire
- Personal property brought onsite

Code of Conduct

We ask all hirers and participants to:

- Treat staff and visitors with dignity and respect
- Maintain a safe, inclusive environment
- Avoid behaviour that could be considered harassment or bullying

Failure to uphold this may result in refusal of future hire.

Alcohol Policy

Alcohol may be permitted **by prior agreement only**.

Conditions include:

- Considered case-by-case
- No alcohol in dance studios
- No alcohol around minors onsite
- Moderate consumption only (e.g. celebratory toast)

For physical workshops, any toast should take place *after* activity for health and safety.

Please discuss this with us before booking.

Footwear Policy

Please ensure participants wear appropriate footwear.

Not Permitted

Stiletto heels or footwear likely to mark or puncture flooring

We reserve the right to request unsuitable footwear be removed.

Parking

If issued a parking pass, please return it to reception after use.

Emergency Evacuation Procedure (Fire)

In the event of fire:

1. Fire alarm will activate automatically.
2. Exit via nearest fire route.
3. Proceed to the assembly point:

Fire Assembly Point

Macaulay Street (Muster point is opposite the Mill's main gate entrance)

Please wait there for further instructions.

Fire Alarm Tests

Weekly alarm tests usually take place **Wednesdays**.

Reception will advise you of scheduled tests.

Important Booking Agreement

All bookings made with **The Dance Studio Leeds** are subject to these Terms & Conditions.

Acceptance of a booking constitutes acceptance of a legally binding contract under English law.

Failure to comply with terms may result in refusal of future hire.

Quick Summary At A Glance

Before You Hire

- ✓ Confirm booking
- ✓ Provide insurance documentation
- ✓ Pay deposit/payment due

- ✓ Review cancellation terms

During Hire

- ✓ Start and finish on time
- ✓ Respect the space
- ✓ Follow studio policies

After Hire

- ✓ Leave tidy
- ✓ Return equipment
- ✓ Switch off lights
- ✓ Return parking pass

Questions?

We're always happy to help.

Katie Geddes

Director

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The Dance Studio Leeds Ltd

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VAT Registration No. 197 2244 85