



Studio hire terms and conditions

1. All hirers must provide in advance Vibez Dance Ltd with their public liability insurance documents, plus all relevant certificates for their purpose of hiring the studios, and appoint a responsible adult (over 25 years old) for the hire period who must sign the 'Vibez Indemnity Form'.
2. **There is a 50% cancellation fee for bookings cancelled less than 28 days in advance and 100% if less than 7 days. All special request purchases/costs are non-refundable**
3. One off bookings must be paid for in full in advance. Repeat advance bookings will be invoiced monthly (normally end calendar month). All invoices must be paid in full within 7 days of invoice otherwise hirers risk cancellation of future bookings. Minimum age for hirers is 25 years. The maximum permitted number of people at a function is normally 100.
4. The hirer must ensure the appointed responsible adult is present throughout the hire period and makes themselves familiar with Fire evacuation procedures and exits, Fire Control locations, First Aid points, First aiders, Accident Book and reporting, risk assessment and managing those with special needs. e.g. Disabled guests.
5. The sale of alcohol is forbidden and no person under 18 is permitted to consume alcohol anywhere on the premises
6. No naked flames, candles, matches, firecrackers, smoking, vaping, or smoke generating is permitted. The premises must not be used for unlawful activity.
7. Only the studio areas hired can be used. Entrance and Exit routes will be advised prior to the hire. Charges may be levied if other areas are subsequently used/occupied.
8. Vibez Dance Ltd will be held harmless for any other services or equipment booked by the hirer in connection with the hire.
9. No sublet of the facilities is permitted by the hirer.
10. Noise levels in all studios must be kept to a reasonable level. Any areas causing noise and disturbing other users will be advised to reduce their noise level by Vibez staff. All users are asked to consider other users and local residents. Keep doors and windows are closed to minimise disturbance.
11. No outdoor shoes, shoes with metal soles or heels, are permitted on the dance floors; all shoes must be non marking. Heel protectors must be worn for Persons with narrow heeled dance or stiletto heeled shoes.
12. Hirers must report any excessive marks they see on the studio floors/walls, or any other damage (e.g. equipment), at the beginning of their session otherwise they may be charged for the repair and/or cleaning costs. All items must be lifted across the dance floors (not dragged) and for heavy items floor protectors put in place. Nothing should be attached to walls, doors or ceilings.
13. Any additional equipment (e.g. chairs and tables) must be agreed at the time of booking. After this point it cannot be guaranteed to be available.
14. Hirers must keep to within their allotted time slots and their allocated Studio location(s). Those who persistently fail to keep to their allotted times will be refused hire in the future. Hirers must ensure that they allow sufficient setup/warm up and break down/warm down time, cleaning, equipment removal etc in their booking. Overrun charges may apply. Studios must normally be vacated by 10pm prompt. No 18th or 21st parties are permitted.
15. Parents and guardians are responsible at all times for the supervision, safety, and behaviour of their children in their custody.



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16. Due to unforeseen circumstances or significant internal events, Studio times and locations may be changed or cancelled by Vibez Dance Ltd. Where possible hirers will be given one months notice.
17. All bookings are made at Vibez Studios via Phone/Email or to the online booking system. Bookings are only valid when confirmed in writing by Vibez.
18. Food and drink may be taken into the studios only by prior arrangement with Vibez Management. For hygiene purposes all food and drink and its containers must be removed from the premises at the end of the hire..
19. Due to copyright laws and child protection, filming in the studios his must be arranged at the time of booking as different terms and conditions apply.
20. All studios are equipped with a music system with a 3.5mm stereo jack lead to connect to iPod / iPad or laptops. Please note equipment must not be moved around the rooms without permission and no objects should be placed on top of the music systems. (especially food or fluids).
21. Hirers are responsible for ensuring the safety and maintenance of their own equipment. Electrical equipment must have a current PAT test certificate.
22. Hirers are responsible for removal, and the responsible disposal, from the Vibez site of all their waste, packaging and equipment by the end of the hire period. Disposal charges will apply for items left behind.
23. The hired facility must be left in the same (or better) condition as at the commencement of the hire. Any damage or defects should be reported to reception. Cleaning equipment is available on-site. Please consider the environment by switching off unused lights, heating, closing doors and windows as appropriate. All items must be returned to their original positions.
24. All external hirers must make themselves familiar with the fire evacuation procedures (see separate document for 'Fire Evacuation Procedure') and must make sure attendees/class participants are briefed on their course of action in case of fire. Fire exits must be kept clear at all times. External hirers are advised not to exceed the recommended studio maximum capacity. (See separate document on 'Capacities').
25. Changing facilities and lockers are available on site and are used at own risk.
26. If an activity/ 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 CRB/DBS checks have been obtained and Vibez advised.
27. All external hirers are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. Risk assessments should be carried out in advance and submitted. Vibez Dance Ltd takes no responsibility for the content or health and safety of classes run by external hirers. First Aid Kit and Accident book are located in reception.
28. Information should be sought from those with relevant medical conditions to the activity undertaken and is the responsibility of the hirer to accommodate.
29. Abusive, threatening, unruly, offensive, intimidating behaviour, profanity or similar, will result in immediate cancellation of any use of Vibez facilities or provision of services, without refund or compensation.
30. The whole facility is covered by 24/7 recording CCTV for safety and security purposes. Cameras must not be moved or obscured at any time.
31. Vibez Dance Ltd does not accept responsibility for any losses or damage.
32. To Hire facilities at Vibez all conditions of hire must be met.