

# BOOKING TERMS FOR HIRING THE LMSD STUDIOS

1. Acceptance of Bookings is, at all times, subject to the discretion of the principal of Louise Middleton School of Dance
2. The whole fee is payable by the first day of your hire. An invoice will be sent to the hirer via email at time of booking.
3. Louise Middleton School of Dance reserves the right to require a deposit of £30.00 to be paid by hirers towards the cost of damage or extra cleaning that may be required. In the event of there being no damage and no additional cleaning required, the deposit will be returned within seven days of the hiring. The requirement that this deposit be paid is entirely at the discretion of Louise Middleton School of Dance
4. In advance of using the LMSD Studio, Hirers should make themselves familiar with the "Accident Reporting Book", under the labelled kitchen sink and the "Actions to be taken in the event of a Fire". Meeting point is to the rear of the building in the Chapel Street Car Park and appoint a responsible person to act as Fire Warden in the event of a fire. **Please also note that there is a weekly fire alarm test currently Tuesday 1.00pm.**
5. Bookings should start and finish at the times stated on the Booking Form. All functions must normally cease by Midnight.
6. Any Hirer exceeding the times appearing on the Booking Form for the letting shall be subject to an excess charge of twice the hourly rate for each hour or part thereof.
7. Hirers using rooms not pre-booked by them will be charged accordingly. Hirers should note that the Reception/waiting room area is not a room available for hire and access should be made available at all times for other users. This includes access to the Kitchen, Lift, Toilets and all Exits.
8. Any Person, Group or Society may be asked to leave the studio if it is felt that they are disrupting or disturbing other Users, the Public or adjoining Occupiers.
9. Any hirer wishing to sell alcohol at their function must obtain the written authority of the Trustees and make the appropriate License application to the Licensing Authorities.
10. In the event of a cancellation, if the Hirer gives at least 48 hours days' notice to your studio contact a full refund can be applied. No moneys will be refunded for cancellations with less than 48 hours' notice, except at the discretion of the principal of Louise Middleton School of Dance
11. It is requested that any furniture moved be returned to the original rooms for the convenience of other hirers. Hirers are responsible for putting away all tables and chairs on the completion of their activities.
12. Posters, Notices etc. Should not be attached to the walls.
13. Any spillage must be cleaned up urgently. Rooms and furniture should be left in a clean and tidy condition.
14. No stiletto heels can be worn in the dance studios.
15. No Muddy outdoor shoes worn in the dance studios.
16. Hirers are responsible for the removal of all rubbish generated at their event.
17. Hirers using the Kitchen must ensure all equipment used is washed after use and returned to the cupboards.
18. Waste should be taken away with you at the end of your booking.
19. No blue tack/cello tape on the walls (white tack only).
20. There is No Smoking allowed in the whole building.
21. Most of the doors within the building are fire doors, hirers should ensure that all doors are closed at the end of hire. All Fire Exits must be kept clear at all times.
22. The LMSD Studios hire includes an air conditioning/heating system. Control panels are based on the wall next to our notice boards. These MUST be turned off at the end of your hire.

**In making a booking the Hirer agrees to accept the above conditions for letting.**

