**Hirers of the Ballet Black dance studio benefit from:**

* fully sprung 14m x 8m Harlequin Allegro dance floor.
* fully mirrored 14m wall
* wall mounted ballet barres at each end
* freestanding ballet barres available on request
* sound equipment available on request
* chairs and tables available on request
* passenger lift to all floors
* a fully accessible building, including accessible toilets
* separate male and female toilets that can also be used for changing if necessary

**Our studio has a fantastic central London location:**

* 5 minute walk from Marylebone train station
* 15 minute walk from either Baker Street or Edgware Road tube stations
* nearby Secure car parking - 170 Marylebone Road

\*Bookings can only be confirmed when payment has been received

**Ballet Black Studio Hire Terms and Conditions**

This document forms the terms and conditions of hire of studio space by a hirer (you) at Ballet Black Studio (Feathers Association building) (we/us). The hire of studio space under these terms and conditions does not create any affiliation or partnership between you and Ballet Black, and the Ballet Black takes no responsibility for and does not endorse the content of activities which you carry out in its studios.

By confirming the request in writing you acknowledge and confirm that you have understood and agreed to comply with the terms and conditions contained within this document. Please note that completing a booking form does not automatically mean that the booking has been confirmed.

**Booking & cancellation policy:**

* Minimum studio booking time is 1 day
* VAT is charged on all bookings, currently at 20% on the published prices
* As a charity ourselves, unfortunately we are not able to offer discounts for other charities.
* Bookings cancelled within 1 calendar month are subject to a 50% charge
* Bookings cancelled within 7 days are subject to a 100% charge.
* If the booking is cancelled before the required 30 days’ notice a cancellation fee will not apply.
* Bookings are non transferable.
* The maximum capacity of the studio is limited for dancer purposes to 21 persons
* At the end of the day, studios must be vacated by 5:30pm prompt. There are often evening bookings following on directly after your booking.

**Booking Procedure:**

* We do not take bookings over the phone. All reservations must be made via email using the contact us link on our website – [www.balletblack.co.uk](http://www.balletblack.co.uk) and by completing a Studio Booking form. This form can be downloaded on the Studio Hire page on our website – [www.balletblack.co.uk/studio-hire](http://www.balletblack.co.uk/studio-hire)
* Advance payment is required to secure all studio bookings.
* You must be able to produce a booking confirmation on the day of their reservation; failing that, you may be denied access to our studio. We reserve the right to cancel any booking where payment is not received before the event.
* An invoice is raised as soon as a booking is agreed in writing via email. Once an invoice has been raised a 50% cancellation fee is applicable if the booking is happening within the month ahead.
* Our booking system will email out a confirmation once a booking is paid for; this outlines the dates, times and location of each booking. It is your responsibility to ensure you have received this message and that the information is correct. If you do not receive this message, please contact thus as soon as possible. The same rules and procedure apply for booking cancellations.
* All invoices must be paid immediately upon receipt otherwise you risk cancellation of future bookings. A payment schedule can be negotiated if the booking is more than two months in advance; please contact us directly for more information about this.
* Booking slots are made available on specific dates throughout the year, usually for the term ahead.
* For more information about our booking cycles, please contact us
* Studio times and locations may be changed or cancelled in exceptional circumstances by Ballet Black due to changes in our internal programme. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.

**Payments:**

* Preferred method of payment is by direct bank transfer (BACS). We do not currently accept card payments.
* We can also provide PayPal invoicing for payment
* Bookings can only be confirmed when payment has been received. Until that time, the studio may be offered to another client without notice. Entry to the studio is not permitted without prior payment.

**Studio Hire rules:**

* Hirers must state the intended use of the studio at the time of booking.
* Studios must be entered and exited promptly at the times of the booking. Any over-running of the booking will incur additional charges.
* It is not permitted to enter studios or offices other than the booked studio.
* It is not permitted to enter the booked studio before the time of booking unless specific permission given on the day by a Ballet Black manager.
* The hirer and other attendees are required to announce themselves and the purpose of their visit to a receptionist, before moving beyond the reception area.
* It is the responsibility of the hirer to inform Ballet Black about the type of footwear to be used prior to use in the studios and to check for (but not limited to) worn heels, outside liquids or gum that may cause damage to the studio floors.
* Any damages discovered following the hire beyond normal wear and tear are the liability of the hirer and will be recharged.
* All equipment brought onsite must be discussed and approved at the time of the booking. Setup and removal of such equipment is the responsibility of the hirer and must occur within the booked time period. Any damages to hirers equipment is the liability of the hirer.
* The hirer must not unplug, interfere with or change the settings of any equipment in the studios (e.g. audio/air-con/heating).
* The hirer is responsible for the conduct of the users of the hire at all times both in the studios and in the rest of the building.
* The hirer must have the appropriate insurance to cover the activity they have hired for.
* Any photography/filming must be discussed with Ballet Black prior to the booking and must be contained within the studio hired unless prior written permission is given.
* Studios must be left in a tidy condition. All rubbish must be placed in the bins provided and all Ballet Black equipment used must be returned to its allocated storage space
* Children use Feathers association building and surrounding external areas and hirers and their customers are expected to be mindful of this in their conduct.
* No alcohol may be brought into or consumed on the premises at any time unless specifically agreed in writing by Ballet Black management prior to the booking.
* The studios must not under any circumstances be used for sexual/immoral purposes of any kind.
* Ballet Black has a zero tolerance policy towards any kind of abuse of staff, teachers other hirers or members.
* Ballet Black reserves the right to eject hirers and/or their clients from the premises at any time if the T&C’s are breeched.

**Noise in the Studio:**

* Sound must be kept at a reasonable level set by Ballet Black at all times. A noise monitoring system is installed in the studio. Ballet Black staff may enter the studio to reduce sound levels.
* If you are disturbing other users, you will be advised to reduce your noise level by Place staff. Please consider other users and local residents when using the studios.
* Due to noise restrictions all windows and doors are to be kept closed.
* Percussion is not permitted in the 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.
* Ballet Black staff reserve the right to enter the studio/s at any time should they deem it necessary.

**Footwear, Food & Drink in the Studios:**

* No outdoor shoes are allowed in the studio.
* Only indoor dance shoes with soft light sole are permitted, no trainers or flamenco shoes.
* No food or drink may be taken into the studios except bottled water.

**Hiring for castings/auditions:**

* For large/open castings/auditions we advise hirers to hire an additional studio as a holding space. If the members lounge, which is the only permitted waiting space in the building, is busy auditionees will be asked to wait elsewhere outside the building.
* Hirers agree to manage their visitors and ensure that they adhere to Ballet Black protocols and T&C’s.

**Storage:**

* There is limited storage space available that may be booked in advance for an additional fee. No equipment or props etc. may be left outside the hired studio.
* Upon making a booking and entering Ballet Black premises the hirer accepts the terms & conditions above and agrees to comply with them at all times.

**Property:**

* Any property left anywhere in the premises is the responsibility of the hirer. Ballet Black accepts no liability for loss or damage.

**Additional Equipment in the Studio:**

* Our studios are suitable for dance and movement practices. Should you require any extra equipment (i.e. chairs and tables), this must be stated at time of booking. We have some tables and chairs, which hirers are welcome to use, but these are considered extras not part of the booking and you would be responsible for locating these items and putting them back to their original places.

**Use of Equipment:**

* All studios are equipped with an audio-visual (AV) system. The AV equipment is in a black cabinet at the corner of the studio; it consists of a CD player, iPod/iPad lead. Studio users can plug in their own MP3 player or laptop computer, but they are advised to bring their own device specific cables in case our one is not compatible. There are mini-jack cables tied to the equipment. We also have a USB audio connector in case headphone jacks are not working.
* We do NOT have any Wifi available in the studio area at this time. You should be able to get a good phone signal for connection via phone data.

**Damage to the Studios:**

* You will be liable for any damage caused to the studios. This includes (without any limitation) damage to the studio’s floors, walls, or audio-visual system. You are responsible for informing reception if you notice anything unusual in the condition of the studio you are using before commencing your booking.

**Location & Building Facilities:**

* The Ballet Black Studio is located in a complex of buildings between Flaxman Terrace and Duke's Road, just off Euston Road in Central London. All studio users are asked to report at the Flaxman Terrace entrance, which is attended every day between 8.00 and 22.00. More information can be found on this link: http://www.theplace.org.uk/findus
* There are toilets on each floor of the building; these are clearly signposted around the building.
* Changing facilities are not available on site however there are separate male and female toilet areas which have some room for changing

**Health & Safety, Best Practice and Public Liability Insurance:**

* You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. A risk assessment should be carried out and be available for Ballet Black staff in advance and on the day. Ballet Black takes no responsibility for the content or health and safety of classes run by external hirers.
* The first aid kit and accident book is kept at reception. Should a participant in your session sustain an injury, reception staff are first aid trained but please note they can only assist you on site and will not be able to leave the premises.
* All hirers must tell us in advance if they are expecting any wheelchair users. The Ballet Black studio is fully accessible and we have a lift to each floor of the building.
* All hirers must make themselves familiar with the fire evacuation procedures (attached) and must make sure class participants are briefed on course of action in case of fire.
* Ballet Blacks insurance will only cover defects with the building. We are not liable for and cannot cover loss of your personal property.
* Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities.
* If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring that the relevant DBS checks have been obtained.
* Hirers are advised not to exceed the recommended studio maximum capacity (see below).
* Maximum capacity is recommended for movement-related activities involving adults, calculated at an average of 4.5-5 m2 per person. For our studio this equates to a maximum of 21 persons

**Marketing & Publicity Guidelines:**

* Studio hirers are only allowed to mention Ballet Black in their advertising as the venue where their activity is taking place and must not use the words “Ballet Black” in the title of their event. Location must be listed as “Ballet Black Studio” with no other suffixes.
* All studio users must be directed to the entrance on 16 Flaxman Terrace, WC1H
* The Ballet Black website has directions, travel information and a map which can be used on advertising material: http://www.balletblack.co.uk.
* The Ballet Black logo must not be used in connection with any hire, unless the performance or workshop has been directly commissioned by Ballet Black

**Evacuation Procedures**

**Studio Hirers**: Please adopt the following evacuation procedures. It is important that you keep an updated list of participants in your group and inform them about the nearest exit and the roll call area.

**If you discover a Fire**

 Activate the nearest fire alarm call point and leave the building immediately

 Use the nearest escape route, marked by green emergency signage

 If possible inform buildings security of the location and nature of the fire

 Proceed to the assembly point – see image below for the nearest first exits and extinguishers. Do not loiter outside any exit and do not stand in the road

**Fire Exit Points for Studio Hirers**



**Feathers Association Building Fire Drill**

* On hearing the fire Alarm everyone must leave the building straight away. If you see a fire or smoke tell a staff member, they will ring 112 or 999 emergency
* Do not stop to collect personal items
* You should leave via nearest exit
* There are two main exits: Front entrance and the rear exit
* The meeting place is inside the Blandford estate at rear of this building (green meeting point sign)
* Once you have left the building do not return or go off
* An appointed staff member will be responsible for checking names on our register and account for everybody. Anyone missing from register could cause delays in returning back into building.
* The Centre Manager will be responsible for the fire evacuation and checks. Everyone else must leave.
* Once the Centre Manager has given the all clear. The alarms will be switched off, staff/volunteers informed and then they will allow the public into building
* All fire evacuation events, including drills will be logged in fire book in reception
* Our aim is to run a fire drill each term which may be at a time you have hired the dance studio
* Thank you for your co operation

**If the alarms sound**

* Evacuate the studio, closing the door behind you
* Use the nearest escape route, marked by green emergency signage
* Proceed to the assembly point – see image below for the nearest first exits and extinguishers. Do not loiter outside any exit and do not stand in the road
* Report to security that your area is clear and that all participants have safely evacuated the building

**If you discover a suspect package**

* Contact security and inform them know the location of the package.
* Await further instructions

**IMPORTANT POINTS**

* Close all doors behind you
* Do not run
* Do not use lifts
* Do not stop to collect personal belongings
* Do not re-enter the building unless clearance is given by the Fire Brigade / The Place Security