

TERMS AND CONDITIONS OF HIRE

HIRER (hereby referred to as the Hirer):

ORGANISATION:

Contact Details: EMAIL:

MOBILE NUMBER:

I agree that the terms and conditions below will apply to any and all studio hire bookings I make at any of the Light Centre studios (Belgravia, Moorgate or Monument) and any new studios that may be added to the Light Centre group:

Instructions in Writing

All bookings, amendments, special equipment and other instructions must be confirmed in writing.

Times of Hire

Unless otherwise agreed and stated on the contract, a full day's hire is from 9.00am to 5.00pm. This means that access to the studio starts at 9am and the studio must be vacated and tidy by 5pm. Additional time either before or after the standard hiring hours, can be booked in one-hour blocks at the regular hourly charge. Hirers who enter the studio before the starting time or stay after the finishing time agree to be charged an additional fee accordingly.

Participants

There is a limit of 30 participants allowed in a class/workshop unless otherwise agreed. Nudity is not allowed.

Payment Terms

Unless otherwise agreed, the Hirer agrees to pay the full studio fee within seven days of making a booking. Failure to pay within seven days will result in the booking being cancelled. Once paid for, the booking is non-refundable.

Once established as a regular and reliable customer, the Hirer may be offered preferential terms whereby they will be invoiced monthly for all bookings occurring in three months' time, (e.g. on 1st January the hirer will be invoiced for any bookings in April). Bookings under these preferential terms do not require a deposit and cancellations/amendments made before the relevant invoice has been issued will not be charged.

Once an invoice has been issued, the booking is considered to be confirmed and no refund will then be given. If an invoice is not paid within seven days of being issued, then the booking will be cancelled and the preferential payment terms may be rescinded.

Indemnity and Damages

- (a) The Hirer agrees to be responsible for any damage to the studio or its contents during their hire, including any damage caused to the passages, waiting area or other common areas by themselves or their participants and shall pay to the Centre on demand all amounts expended by the Centre in making good such damage.
- (b) The Hirer agrees to accept full responsibility for, and to indemnify the Centre against, all claims in respect of all loss or damage howsoever caused to themselves or their participants during the hiring period.

- (c) The Hirer agrees to accept full responsibility for, and to indemnify the Centre against, all claims in respect of injury, trauma and/or other forms of harm caused by, or as a result of, activities undertaken by the Hirer while using the Centre and will adequately insure themselves against such risks.
- (d) The Centre shall not be responsible for any loss due to the breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God, which may cause the studio or room to be temporarily closed, or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Centre against any claims that may be made in respect of such loss, damage or injury.
- (e) No banners, bills or posters may be affixed to any walls or fabric of the building without the Centre's permission and no bolts, tacks, screws or like objects shall be driven into any part of the building.
- (f) All property that has been brought into the building by the Hirer or any persons on his/her behalf for the purpose of, or in connection with, the hiring must be removed immediately after the hiring by the Hirer. The Centre may remove or store any property left behind. The Hirer shall be responsible for removal or storage of said property. The Centre or its agents shall not be held responsible under any circumstances for damage to, theft of, or removal of the property whilst under storage or removal.
- (g) The Hirer at the expiration of the period of hiring shall leave the room or studio hired, together with the access thereto, in a clean and orderly state, replacing all equipment where they were found. The Hirer agrees to pay a fee of £20 on each occasion where the studio is not left tidy with all chairs and equipment put back in their proper places.
- (h) If instructions/keys have been given for locking up the Centre after use, the Hirer accepts responsibility for ensuring that all doors and windows are properly closed, locked and secure and that all lights, air conditioning units and additional heaters have been turned off.
- (i) If no reception staff are present, the Hirer may be required to open up or lock the Centre. Whilst in the building, it is responsibility of the Hirer to keep the front door locked and to ensure that this remains so for the duration of their time in the Centre. If another group is also in the Centre, the Hirer may need to liaise with them regarding how to manage access.

Use of the Hired Part of the Building

- (a) No exits may be blocked, chairs or other obstructions placed in corridors, or fire appliances removed or tampered with.
- (b) No additional lights or extensions from light fittings shall be used without the previous consent of the Centre.
- (c) No part of any room or studio shall be used for the sale of goods unless agreed by the Centre in writing.

Maintenance and Order

- (a) The Hirer accepts responsibility for, and agrees to, maintain good order during the period of occupation.
- (b) The Centre reserves the right to end any event not properly conducted.
- (c) A right of entry to the room or studio is reserved by the Centre or its agents at all times.

Signed, HIRER NAME:

Date: