

CHAPEL HOUSE STUDIO - HIRE POLICY & PAYMENT TERMS FOR STUDIO SPACE 2022

Chapel House, Station Road, Totnes TQ9 5HW

We will continue to review and adapt our policies as necessary.

Chapel House is committed to providing space to teachers, therapists, their students and their clients that promote an environment where all individuals feel welcomed regardless of ethnicity, religion or their medical history, including vaccination statuses.

Studio Etiquette

- - Strictly no outdoor shoes permitted in any studios, at any time. The studios have specialist Harlequin Sprung Floors. Only clean fitness trainers/dance shoes that have not been worn in the street may be used. We wish to keep the floors uncontaminated from street muck.
- - No food (including chewing gum) or drinks are to be consumed in the studios, with the exception of bottled water - for safety, no glass bottles please.
- - No floor marking may be made in the studios. (e.g gaffe tape/masking tape/chalk marking etc.)
 - - Strictly no candles, open flames or incense are permitted on the premises.
- - The use of art materials, such as paint, glues, charcoal, crayons etc. are not permitted in the rooms.
- - The studio is fitted with sound systems (CD, ipod dock, USB port). The Volume of music must not exceed the maximum level indicated on the sound system.
- - It is not permitted to use your own sound system or other electrical items at the Centre, without prior permission and PAT test certificates.
- - Please ensure you complete your class on time and vacate the space at the end of your paid booking time. Please do not over run, please respect your allotted time slot and ensure you finish your class on time.

Using the studio:

- For hygiene, please encourage your students to bring their own mats to studio classes. (Chapel House does not currently provide mats).
- The cooler/heater unit should be kept on 'warm' at all times during cold weather months and kept on 'cool' during the warm weather months. Do not change the temperature from 19°. It is an Air exchange unit (it is situated on the roof). The machine's job is to exchange the studio air for fresh air from outside on the roof and filter, heat or cool.) We have this unit professionally serviced.
 - - The exchange unit must be left on. Please ensure it remains at 19°.
- Windows are to remain open AT ALL TIMES during classes to provide extra airflow, use the stepladder provided. Windows can be half opened or fully opened. (Please advise your clients in advance to wrap up and to bring jumpers and extra warm layers if required.)

Leaving the studio:

- Each studio user must leave the studio in a clean condition. There is a wide broom in the fire exit (wall mounted). Please sweep any dirt /fluff after your class into the fire exit area and return the broom to the mount.
 - Please remove all rubbish from the studio including that your clients may have left.
- Please remove your personal belongings from the studio including props, paperwork and clothing when you finish.
 - Please ensure windows are securely closed after your booking.
- There is a portable dehumidifier in the studio. If you turn it off or roll it to one side during your class, please ensure it is switched back on and returned to the place in the studio you found it.
 - Please ensure the lights are switched off.
- Please close the studio 1 door and ensure it is locked when you finish in the space.
- If when you finish your work at Chapel House there is nobody else working in the building, please switch out the lights in the hallways, lobby and check they are switched out in the toilet rooms. Please unlatch the front door so it locks behind you and chub lock using your key. (All hirers have a key and codes).
 - And lastly, please remember your codes and key!!

Studio Payment Terms and Booking

We run three booking blocks per year (similar dates to school terms). We offer studio space to independent, insured and qualified teachers to conduct their weekly classes from. Hirers pay for space in advance per booking block. Running classes during holiday periods is optional.

Studio users will have a link to their website on chapelhousestudios.com.

. We, Chapel House, are the provider of studio and room space. The ultimate success/attendance of your classes, the promotion and marketing, taking of payment and the booking of clients is up to you as the independent hirer.

- To confirm a booking, payment is required, this is non transferable and non refundable.

- For a hirer running a weekly class/es, payment must be made in full (as stated on your invoice by bank transfer) OR in two instalments in the form of two post-dated cheques. The first cheque date will be 4 weeks prior to the booking block start date. The second cheque date will be 4 weeks prior to the 2nd half of the booking block. We do not offer credit facilities; all bookings must be paid in advance of space use.

- Mid way through your booking block, an invoice will be raised for payment to reserve your space in the next block should you wish to continue hire. The same payment options as above apply (settled in full or the first instalment due at least 4 weeks prior to the next booking block). If you do not settle payment by the specified date your space will be offered to our waiting list.

- Between booking blocks a 25% non-refundable or transferable deposit will be payable to reserve space. The same payment options as above apply for the balance.

- A new hirer joining mid way through a booking block is required to pay the balance of the block in full to confirm their space.

- Hiring studio space during holiday periods is optional. Please let us know 4 weeks in advance of the holiday you wish to work (half term etc) and an invoice will be raised subject to availability. Payment is required to confirm booking.

- For a one off Workshops/Event, payment is due in full to confirm your booking. Bookings are non transferable or refundable.

- The Chapel House Logo can be downloaded from the website should you wish to incorporate it into your flyers/leaflets when marketing and promoting your class. This helps clients recognize your class venue and location. Please do not include details of other classes or workshops (at other venues) in the leaflet you display at Chapel House. We solely display and promote 'What's On' at Chapel House.

E&OE

End.

Adhering to these polices, are conditions of studio hire.

- I agree. Please sign.

Name:

Date: