

## PAYMENT AND TERMS FOR STUDIO SPACE 2022

We run three booking blocks per year (*similar* to school terms). We offer studio space to insured and professional 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](http://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.

We do not offer credit facilities; all bookings must be paid in advance of space use.

- For a hirer running a weekly class/es: Payment must be made in full (as stated on your invoice by bank transfer).
- 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, a 25% non-refundable or transferable deposit will be payable to reserve space. The same payment options as above apply for the balance.
- If you do not settle payment by the specified date on your invoice your space will be offered to our waiting list.
- If a new hirer wishes to join part way through a booking block, the balance of remaining weeks of the block is payable.
  - 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.
  - The Chapel House Logo can be downloaded from the website 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.

**For Workshops/Event:** Payment is due in full to confirm your booking. Bookings are non transferable or refundable.

Adhering to these polices, are conditions of studio hire. Please sign.

Name:

Date: