

PAYMENT TERMS & STUDIO ETIQUETTE 2018/19

Chapel House, Station Road, Totnes TQ9 5HW

We run three booking blocks per year (similar dates to school terms). Hirers who wish to run weekly classes hire space and pay per booking block. Running classes in holiday periods is optional. Space for trainings, events & workshops is available during weekends & holiday periods.

Weekly hirers are included in the centre's marketing. They are incorporated onto our online, printed schedule and have a class listing including a teachers profile on our website. Hirers are also able to display A5 portrait leaflets in our lobby. This is done to help support and compliment hirers own marketing and promotional efforts, not to replace it. Our advertising alone is not enough to launch a new business. We, Chapel House, are the provider of space. The ultimate success and attendance of your classes, the promotion and marketing, taking of payment and the booking of clients is up to you as the independent hirer.

Studio Payment and Booking

- 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 installments 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 installment 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 block 3 and block 1 (the summer holiday) a 25% non-refundable or transferable deposit will be payable. 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.
- For a one off Workshops/Event, a 25% deposit must be made to confirm your booking. The balance is payable, in full, 30 days prior to the hire date. Bookings made within the 30 day period, are due in full.
- The Chapel House Logo can be downloaded from the website, please incorporate it into your flyers/leaflets when promoting your class - this helps clients recognize your class venue and location. Please do not list other venues that you teach at on the leaflets that you display at Chapel House.

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. Shoes worn in the street bring in flecks of oil, fuel & grease, grit, dirt and traces of dog poo/seagull droppings etc.
- 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 etc. are not permitted in the rooms.
- The studios 1 & 3 are fitted with sound systems (CD, Ipad 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 have completed your class on time and have vacated 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.

