

# CHAPEL HOUSE

STUDIOS A SPACE TO [MOVE]

## PAYMENT TERMS & STUDIO ETIQUETTE

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, payment must be made in full (via the invoice with an online credit/debit payment, bank transfer or cash) or in two installments in the form of two cheques, the second cheque post dated. We do not offer credit facilities, all bookings must be paid in advance of space use.
- Towards the end of your current booking block, in order to secure your time slot for the next booking block, a 25% non refundable or transferable deposit will be payable. The balance of the payment will be required four weeks before the current booking block ends.
- 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.
- You will be supplied with the Chapel House Logo, please incorporate it into your flyers/leaflets when promoting your class - this helps clients recognise 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, Ipod dock, USB port). The Volume of music must not exceed the maximum level indicated on the sound system. The yoga room has a portable CD Player and Ipod/USB speaker.
- 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 ontime and have vacated the space at the end of your paid booking time. Please do not over run, please have respect for this rule and ensure you finish on time.

E&OE