

# Motion Dance Academy Venue Hire Policy

Thank you for choosing Motion Dance Academy. We are proud to provide a safe, professional and welcoming environment for dance, fitness, wellbeing and community activities. Please read the following Venue Hire Policy carefully before making a booking.

## 1. Booking & Payment

- A **£50 refundable security deposit** is required to secure all venue hire bookings.
- The deposit may be withheld partially or in full if damage occurs, additional cleaning is required, or terms of this agreement are breached.
- Full payment for venue hire must be made prior to use unless otherwise agreed in writing.
- Motion Dance Academy reserves the right to decline or cancel bookings.

## 2. Studio Hire Rates

Room	Hire Rate (Per Hour)	Motion Member Rate (Per Hour)
Studio 1	£22.00	£20.00
Studio 2	£14.00	£12.00
Studio 3	£18.00	£16.00

- Motion Member rates apply to current Motion Dance Academy members and approved affiliated organisations.

## 3. Purpose of Hire

All hirers must clearly state the intended purpose of their booking when applying.

Motion Dance Academy reserves the right to refuse bookings that do not align with our ethos, safeguarding standards or venue suitability.

The venue may not be used for:

- Activities involving alcohol
- Illegal or unsafe activities
- Events inconsistent with Motion Dance Academy values
- Activities not disclosed at the time of booking

## 4. Safeguarding Requirements

Any individual or organisation working with children or young people must provide:

- A valid **Enhanced DBS Certificate**
- A current **Child Protection / Safeguarding Policy**
- Appropriate staffing ratios and supervision arrangements

- Evidence of suitable qualifications where relevant

Motion Dance Academy reserves the right to request copies of safeguarding documentation prior to approving bookings.

## 5. Insurance Requirements

All hirers must hold valid **Public Liability Insurance** appropriate for the activities taking place.

Proof of insurance must be provided before venue use.

Motion Dance Academy accepts no responsibility for injury, loss or damage arising from hired activities.

## 6. Venue Rules

To protect our facilities and maintain a high standard for all users:

- **Strictly no alcohol permitted anywhere on site**
- Hirers must leave studios clean and tidy
- All rubbish must be removed from the premises and taken away with you
- Any spillages must be cleaned immediately
- Equipment must be returned to its original position
- No smoking or vaping inside the building
- Appropriate footwear only — no footwear that may damage dance flooring
- Music volume must remain at a reasonable level
- Hirers are responsible for ensuring participants behave respectfully

## 7. Restricted Areas

**Strictly no access upstairs.**

All venue users must remain within the areas agreed as part of the booking.

Unauthorised access to restricted areas may result in immediate termination of hire and loss of deposit.

## 8. Damage & Liability

The hirer accepts responsibility for:

- Any damage caused during their booking
- Any costs associated with repairs or additional cleaning
- Ensuring all attendees follow venue rules

Motion Dance Academy reserves the right to invoice additional charges where damages exceed the security deposit.

## 9. Cancellations

- Deposits are non-transferable without prior agreement.
- Venue hire cancellations made with less than **7 days notice** may not be eligible for refund.
- Motion Dance Academy reserves the right to cancel bookings in unforeseen circumstances.

## 10. Agreement

By booking Motion Dance Academy facilities, the hirer confirms they:

- ✓ Have read and agree to this Venue Hire Policy
- ✓ Hold required safeguarding documentation (where applicable)
- ✓ Hold valid Public Liability Insurance
- ✓ Accept responsibility for participants and venue use
- ✓ Will uphold Motion Dance Academy values and expectations

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**Motion Dance Academy**

Building confidence, creativity and community