1. Definitions
	1. “FDL” stands for Flow Dance London; may be further referred to as "us", "we", and/or "Owner";
	2. “Event” means the event, which is the subject of the Studio Hire Agreement;
	3. “Client” means the legal or natural person primarily responsible for the submission to FDL of the Studio Hire Agreement, may be further referred to as "you" and/or by individual or company name;
	4. “Studio Hire Agreement” means the form submitted to FDL in a layout required by FDL containing details, dates and times of the proposed activities at the Studio for which FDL's permission is sought and to which FDL has agreed to;
	5. “Fee” means a fee to be agreed in writing between FDL and the Client and to be paid with any applicable VAT by the Client to FDL as consideration for permission to hold the Event at the Studio and for any ancillary services to be provided by FDL;
	6. “Guests” means all persons attending the Event at the Studio, whether or not with the express permission of the Client, including any employees, sub-contractors and/or agents of the Client;
	7. “Studio” means the property and/or areas identified by FDL as the space to be used by the Client for the purposes of the Event;
	8. “Duty Manager” means the employee of FDL designated to manage/supervise the Event;
	9. “Studio Hire Fee” means all fees charged to the Client in relation to the Event.
2. Booking procedure
	1. No booking will be deemed confirmed until FDL has received:
		1. A signed copy of the Studio Hire Terms & Conditions acknowledging that the client has accepted them.
		2. Bookings for events must be done through contact with the Studio Manager at FDL.
3. Payment amount and schedule
	1. The Client shall pay to FDL the sum of £\_\_\_\_\_\_ no later than 21 days prior to the date of event.
		1. The security deposit of £\_\_\_\_\_, must be paid 5 days prior to the date of the event.; (a) upon Client's completion of his/her obligations under Section 7 below, FDL shall return to the Client the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Client and/or Client's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Client's knowledge or consent;
		2. Payment for booking must be made with bank transfer to the information provided on the invoice attached.
4. Venue Access
	1. The Client must arrive and vacate by the agreed time, as stated on the Studio Hire Agreement. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorized overrunning the Studio withholds the right to interrupt the Event, cut the power supply and exclude hire and third parties from the Studio with or without the assistance of security. If this occurs FDL will charge additional charges to the Client accordingly.
5. The Event
	1. The times of the Event are set out in the Studio Hire Agreement. Bar service must finish \_\_\_\_\_\_\_\_\_ prior to the end of the hire period.
	2. The Client will not invite or permit more than \_\_\_\_\_\_\_ number of Guests to attend the Event, due to Fire/Safety regulations.
	3. FDL, its representatives, employees or agents reserve the right to:
		1. Refuse entry to any persons who are in the opinion of LFB posing a safety or security risk at or in the vicinity of the Property during, immediately prior to or immediately following the Event; and
		2. Request proof of invitation or identification from each or any Guest, without which entry to the Property may be refused.
	4. The Client will ensure that all Guests leave the Studio quietly and that no disturbance is caused to local residents or business as a result of the departure of Guests from the Event at any time; and that all Guests leave the Studio no later than 15 minutes after the scheduled end of the Event.
6. Cancellations
	1. Refunds will be given to the Client in the event of a cancellation depending on time of cancellation notice:
		1. Up to 14 days prior to the date of event - full refund of the studio hire;
		2. Between 7 and 13 days prior to the event date - 50% refund of the full studio hire;
		3. Within 6 or less days prior to the event date - no refund;
	2. FDL properly and reasonably reserves the right to cancel or terminate wholly or in part any booking at any time and for any reason including, but not limited to, the following:
		1. If the Client becomes bankrupt or insolvent or enters into liquidation or receivership;
		2. If the Client is more than 14 days in arrears in respect of payments due to the Studio in respect of previous and/or current bookings or part(s) thereof;
		3. If the booking might, in FDL's reasonable opinion, prejudice the reputation of the Studio or FDL;
		4. If the behavior of the Client or Guests (whether as individuals or as a group) is deemed, in FDL's reasonable opinion, to be unacceptable;
		5. Partial termination could result in a number of Guests being asked to leave the Venue;
		6. If the activity of the Client or Guests (whether as individuals or as a group) breaches Fire/Health and Safety or any legislation in any way or deemed unsafe for staff, performers or public;
		7. Any such amendment/cancellation/termination shall be without prejudice to any right of action of the Studio or FDL in respect of non-payment or any breach of the terms and conditions.
	3. Force majeure: If, due to an event beyond its control, FDL is (in its opinion) unable wholly or substantially to perform its obligations to a Client, the Studio will promptly notify the Client accordingly and will refund any relevant deposit paid to it in respect of the Booking, to the Client.
7. Client's Responsibility / Obligations
	1. The Client is responsible to ensure the Studio, at the end of the event, is in the same condition as before the event, this includes more detailed:
		1. No chewing gum anywhere on the floors of FDL premises;
		2. No drinks allowed on the dance floor;
		3. Keep all walls and surfaces clean, no feet against the walls or on furniture, the expense of removing any stains will be taken from the deposit;
		4. No smoking outside main entrance, big ashtrays/bins will be provided outside upstairs;
		5. No garbage anywhere the floor or any surface inside FDL premises or outside in Kennington Business Centre;
		6. Any additional equipment, decorations, and promotional materials should be agreed on and allowed by FDL to be used within the premises, and all must be removed at the end of each event;
		7. Any FDL equipment should be agreed, requested, and paid for in advance prior to the hours of use, authorized FDL member of staff will not accept any requests during the hours of studio hire;
		8. The Client should be personally responsible to check that toilets are kept tidy throughout the hired hours;
		9. Professional cleaning will be organized by FDL and is part of additional expense for the Client, in case of any extra cleaning (subject to all points above) is required the expenses will be taken from the security deposit.
		10. The client will provide heel protectors that all the guests wearing high heels are obligated to wear on their heels. No one with unprotected high heels is allowed in the dance floor.
	2. Two (2) security guards will be provided by FDL at the expense of the Client that will do bag checks;
	3. All Guests must be informed of the following studio rules of (a) No outside food; (b) No outside alcohol; (c) No drugs; (d) No weapons;
		1. FDL reserves the right to deny access or force termination of such Guests.
	4. The only things provided by FDL for the Event agreed upon will be (a) Studio space for dancing; (b) Toilets, changing rooms, and shower rooms; (c) Lounge area with tables, seats, bar, and fridge; (d) Snacks / crisps;
	5. The Client should not, at any time, be in parts of the premises not outlined above, including the (a) Office space, and (b) Lift room;
8. Liability
	1. To the fullest extent permitted by law FDL shall not be liable for: Any loss or damage to property of the Client or their Guests. Any inconvenience or loss caused to any party as a result of cancellation or termination under Section 6. The Studio does not exclude or limit its liability for death or personal injury caused due to its negligence;
	2. Appropriate insurance cover should be obtained by the Client to indemnify the Studio against claims, which may be made against it in respect of loss, or damage that the Studio may suffer. Such insurance should also cover the risk of bodily injury or death to the Client, Guests, their servants, contractors, agents or licensees and members of the group or any third parties. This excludes any such loss, damage, injury, or death as may be caused by the act, default or negligence of FDL;
	3. The Client and their Guests are responsible for any willful or negligent loss and/or damage to Studio furniture, space, and equipment. Any costs of making good any damage will be charged to the Client;
	4. Any costs incurred by FDL due to failure by the Client to adhere to the Terms & Conditions of Studio Hire or the Studio Hire Agreement – including but not limited to: overrunning of the event, requirement for extra staff, requirement for security personnel, etc. – will be deducted from the Security Deposit.

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| I have read and agree to the Terms & Conditions | Signature: |
| Print Name: |
| For and on behalf of (Company): |
| Date: |

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF FLOW DANCE LONDON