1. Definitions
	1. “FDL” stands for Flow Dance London; may be further referred to as "us", "we", and/or "Owner";
	2. “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;
	3. “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;
	4. “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;
	5. “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;
	6. "Online System" means the MindBody system where accounts are created and appointments are scheduled: <http://clients.mindbodyonline.com> - Flow Dance London, or Flow Dance London app for Android and iOS.
2. Booking procedure
	1. No booking will be deemed confirmed until FDL has received a signed copy of the Studio Hire Terms & Conditions acknowledging that the client has accepted them.
	2. Bookings can also be done through the online system, but still require a signed Terms & Conditions.
		1. For invoices, payments, and schedules check your MindBody account.
3. 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 unauthorised 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.
4. 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.
5. Client's Responsibility / Obligations
	1. The Client is responsible to ensure the Studio, at the end of the booking, is in the same condition as before the booking, 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 upon request;
		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.
	2. 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;
		1. FDL will provide access to standard studio items, such as water, for a price that need to be purchased from a staff member;
		2. Client is able to provide non-alcoholic drinks to their Guests as long as FDL staff, premises, and all associations are not held liable due to any problems this may cause with the Guests, such as allergic reactions;
	3. 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;
6. 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.

|  |  |
| --- | --- |
| 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.