



Terms and conditions of Hire

1	<p>All hirers of The Moxon Dance Centre must read, understand and accept the terms and conditions. These form part of the contract between the Hirer (the name of the individual acting on behalf of the organisation, whose name should appear on the booking form) and The Moxon Dance Centre.</p>
2	<p>Responsibilities of the hirer</p> <ul style="list-style-type: none">• The hirer of the premises must be present throughout the duration of hire.• The hirer is responsible for the supervision and care of the building and contents, in addition to the behaviour and safety of all persons using the dance centre during the hire period.• The hirer must ensure that all fire escapes, routes and doors are not obstructed during the period of hire.• Any damages made during the period of hire to the premises, fixtures, fittings or contents must be reported to the proprietors and paid for.• In order to protect the dance floor appropriate shoes must be worn at all times by all attending the event, eg no stilettos, no metal heeled/toed shoes, no clogs etc.• Any electronic equipment brought into the hall is suitably PAT tested to ensure the safety of users and no damage is caused to the building/electrics.• The hirer should be familiar and comply with any policies or guidance referenced.• The dance studio, foyer and kitchen area and grounds are left in a clean and tidy state.• The hirer accepts that the use of the dance centre car park is strictly at their own risk and undertakes to ensure all persons attending the event are aware of this.• The hirer must seek agreement from the Moxon Dance Centre before publishing any advertising materials which mention Moxon Dance Centre.
3	<p>Facilities</p> <p>Dance Studio – The dance studio accommodates maximum 170 persons and is set up with tables and chairs for seating 80 people comfortably. The studio has a maple sprung dance floor.</p> <p>Kitchen – Hire includes the use of the kitchen (including a kettle for making hot drinks, sink and fridge).</p> <p>Toilets – The site has toilet facilities</p> <p>Car Park – There is car parking for 30 cars. All vehicles are parked at owners risk. The Moxon Dance Centre does have agreement with some vehicle owners for the use of the car park.</p>

4	<p>Health and Safety</p> <ul style="list-style-type: none"> • A first aid kit can be found in the kitchen cupboard, located to the right of the sink and is marked accordingly. • All accidents should be recorded in the accident book. • Should you require an ambulance, call 999 and ask for the ambulance service. The address of the dance studio is shown below. • The nearest defibrillator is located at Horninglow Bungalows, 215 Horninglow Road, Horninglow, Burton on Trent, DE14 2PY (opposite Dean and Smedley)
5	<p>Fire Regulations</p> <ul style="list-style-type: none"> • All users of the dance centre should familiarise themselves with fire exits and where their nearest exit is located and where the evacuation meeting point is. The meeting point is just outside the entrance gate to car park, at the end of the William Street Cul de Sac, where indicated by green fire assembly sign. • In the event of a fire please call 999 and ask for the Fire Service.
6	<p>In the event of an emergency :</p> <p>The studio address is Moxon Dance Centre, William Street, Burton on Trent Postcode: DE14 2QH</p> <p>Nearest hospital (A&E): Burton Queens Hospital, DE13 0RB</p>
7	<p>Insurance</p> <ul style="list-style-type: none"> • The Moxon Dance Centre holds Public Liability Insurance which covers users of the premises and any equipment owned by the dance centre when used properly. PRS/PPL licence to play recorded music in public. • The hirer must ensure that they have insurance to cover any equipment that they bring into the dance centre that may cause a risk to users during the period of hire.
8	<p>Cancellation</p> <ul style="list-style-type: none"> • No charge will be incurred if cancellation is made 4 weeks or more before the booking. • 50% of the booking charge is due if the cancellation is between 1 and 4 weeks before the booking. • 100% of the booking charge is due if cancellation is 1 week or less before the booking.
9	<p>Payment</p> <p>All payments are due before the date of hire.</p>