



STUDIO HIRE TERMS & CONDITIONS.

1. Booking Procedure:

1.1. All bookings must be made via our online booking form at <https://www.movementzonedance.com/studio-hire> **Hirer (disclosures)** The Hirer must be over 18 years of age and shall be the person who signs the application for hiring. The Hirer shall be responsible for the payment of the fees payable in respect of hiring and for the observance and performance in all respects of the conditions and stipulations herein contained and on the part of the hirer to be observed and performed.

1.2 Advance payment is required to secure all studio bookings at MZ. We reserve the right to cancel any booking where payment is not received before the booking date.

1.3 An invoice is raised as soon as a booking is agreed in writing via email.

1.4 You will receive a confirmation once a booking is paid for; this outlines the dates, times and location of each booking. It is your responsibility to ensure you have received this message and that the information is correct. If you do not receive this message, please contact MZ as soon as possible.

1.5 All invoices must be paid immediately upon receipt, otherwise you risk cancellation of future bookings. A payment schedule can be negotiated if the booking is more than two months in advance; please contact MZ for more information about this.

1.6 Cancellations: Casual users must give 24 hours notice to cancel classes or full amount will be charged. Regular users must give 2 weeks notice if they wish to cancel or change bookings.

1.7 Studio times may be changed or cancelled in exceptional circumstances by MZ. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.

2. Noise levels in the Studios:

2.1 Noise levels in all studios must be kept to a reasonable level. Please consider local residents when using the studio.

2.2 Due to noise restrictions all windows are to be kept closed past 7:30 pm at night. The studio is equipped with a ventilation system to ensure air circulation, plus air-



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conditioning.

3. Footwear, Food & Drink in the Studios:

3.1 Indoor dance shoes, flamenco shoes and indoor dance sneakers/trainers (clean) are permitted. No outdoor shoes are allowed. Stilettos, pointed heels and dirty shoes/boots should be removed before entering the studios.

3.2 No food or drink may be taken into the studios except bottled water.

4. Damage to the Studios & cleaning:

4.1 You will be liable for any damage caused to the studios. This includes (without any limitation) damage to the studio's floors, walls, equipment or audio system. You are responsible for informing MZ if you notice anything unusual in the condition of the studio you are using before commencing your booking.

4.2 The hirer must leave the premises in a clean and orderly state. If the premises are not left in such a state, MZ reserves the right to charge an additional sum, or to deduct such sums as are necessary from the deposit if applicable to have all such necessary cleaning carried out. Mirrors must be cleaned down with products supplied, floor cleaned & vacuumed, rubbish placed in supplied bins, water cooler refilled & foyer neat.

5. Booking Times:

5.1 You must keep to your allotted time slots and you must ensure that warm-up and cool-down is allowed for within the booking time. If you persistently fail to keep to your allotted time, you will not be allowed to book studio space in the future.

5.2 MZ booking policy allows for back-to-back bookings and we expect the outgoing hirer and the incoming hirer to be flexible when this is the case. Please notify MZ about any delays affecting your booking as a result of the previous hire.

5.3 MZ reserves the right to invoice for any extra time in the studio.



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6. Use of Equipment:

6.1 The MZ studio is equipped with a PA system, TV & DVD player, coffee machine and jigsaw mats. Studio users can plug in their own MP3 player, laptop or iPhone, but they are advised to bring their own device-specific cables. NOTE: A microphone and stand + projector is available upon request.

6.2 Please note that the equipment must not be moved around the room without permission.

6.3 Our studio is suitable for dance, movement and fitness practices. Should you require any extra equipment (i.e. chairs and tables), this must be stated at time of booking. We have some tables and chairs, which hirers are welcome to use, but these are considered extras not part of the booking and you would be responsible for locating these items and putting them back to their original places.

6.4 Any outside equipment should be compliant with current guidance & legislation. All electrical items must be tag and tested. Hirers are required to have a list of all equipment in use and relevant supporting documentation.

7. Photo & Video:

7.1 Any hire involving photography and video footage must be agreed at the time of booking.

7.2 MZ may charge for bookings involving photography and video footage according to the purpose and where the footage will be distributed. MZ classify hire according to three categories: (i) independent artists/charity organisations; (ii) profit-making/commercial/large productions; and (iii) media/documentaries/interviews.

7.3 Any filming and photography of artistic works, staff, members of the public and children using the building, must have signed photo consent by parents, guardians and students.

7.4 For most shoots an appropriate credit line **acknowledging** Movement Zone as the location is sufficient, i.e.: ***“filmed at Movement Zone Studio”*** or ***“Location:”Movement***



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Zone Studio". If the images will be broadcasted we might be interested in using the images, videos or stills from such shoots in our communication activities.

7.5. All regular users who play music for their class, must hold a current PPCA. The Movement Zone Studio holds an APRA studio license and regular users will be charged an annual fee as part of their booking unless they themselves hold a n APRA license.

8. Health & Safety, Best Practice and Public Liability Insurance:

8.1 You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. A risk assessment should be carried out for one off events or showings and be available for MZ in advance and on the day. MZ takes no responsibility for the content or health and safety of classes run by external hirers.

8.2 The first aid kit and accident book is kept in the main hall. Should a participant in your session sustain an injury, please make sure an incident report is completed and signed. All external hirer must have a current 1st Aid certificate.

8.3 All hirers must tell us in advance if they are expecting any wheelchair users. MZ is fully accessible from the front entrance.

8.4 All hirers must make themselves familiar with the fire evacuation procedures and must make sure class participants are briefed on course of action in case of fire.

8.5 Movement Zones insurance will only cover defects with the building. We are not liable for and cannot cover loss of your personal property.

8.6 Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities. This must be supplied at the time of booking.

8.7 If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring that the relevant WWC checks have been obtained.

8.8 Hirers are advised not to exceed the recommended studio maximum capacity of 25 students with one teacher.



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9. Location & Building Facilities:

9.1 MZ is located on **20 Campbell Street, Castlemaine, Victoria 3450** and is surrounded by fencing. The main gates locked all week and hirers using the space will be given the code to lock gates and also place bins out for bin collection. Inquire when booking

9.2 Security light is installed for after hours

9.3 The last person using the venue must ensure all heaters, air con, lights and power has been turned off and ensure the premises is locked

9.4. All hirers with a permanent key must take full responsibility for any loss, a \$50 key bond will be taken at the time of a casual booking and Regular users will be charged a non refundable fee of \$15 at the beginning of their booking. Hirers that duplicate key or lend to another group without written permission will be subject to hirer booking being terminated permanently.

10. Marketing & Publicity Guidelines:

10.1 Studio hirers must list their location as 'Movement Zone Studio' in all publications.

10.2 The MZ logo must not be used in connection with any hire, unless the performance or workshop has been directly commissioned by MZ. Studio hirers must get permission prior to posting any promotional material on the MZ social media pages.

10.3 You can display information about your activity on the External Hirers noticeboard (please contact sarah@movementzone.com to find out how). By request you can ask to display any posters or flyers for upcoming events within the foyer. MZ will also provide a timetable with your classes via our website.

11. Pricing and Studio Specificities:

11.1 Rates are calculated by the hour (one hour minimum hire, after which fractions of 30 and 15 minutes are permitted).

11.3 Rates will be reviewed each financial year taking into account running costs of the



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studio. Price increases may occur during this time. Regular users will be notified 3-4 weeks in advance of any increase.

11.4 As a small business ourselves, unfortunately we are not able to offer discounts for other charities. We can assist with community funding or grants in relation to not-for-profit community activities and events

Payment options available: Direct deposit

2020 PRICES: REGULAR BOOKING: \$28 ph / CASUAL BOOKING: \$35 ph

Banking details: Sarah Cook - NAB account:

BSB: 083569 ACC: 226346362

Studio hire is payable in advance for all clients. \$50 bond for key (all users) + \$15 for permanent users (key) \$200 bond (permanent users)

FIRE AND EVACUATION PROCEDURE

Studio Hirers: Please adopt the following evacuation procedures. It is important that you keep an updated list of participants in your group and inform them about the nearest exit and the roll call area. If you discover a Fire

- Activate the nearest exit and leave the building immediately and dial 000
- Use the nearest escape route, marked by green emergency signage and evacuate the studio, closing door behind you. There are two fire extinguishers within the building, one located in the studio and one in the foyer. Also a fire blanket is in foyer.
- If possible inform MZ Director Sas Cook of the location and nature of the fire



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- Proceed to the assembly point at the side lane way next to building . Do not loiter outside any exit and do not stand in the road
- Report to MZ Director Sas Cook that your area is clear and that all participants have safely evacuated the building If you discover a suspect package • Contact the Fire Authority **1800 668 511** or **local police station: (03) 5470 4100** and inform them know the location of the package. • Await further instructions

YOUR EXITS ARE: Campbell Street entrance Back entrance to lane way Close all doors behind you Do not run Do not stop to collect personal belongings Do not re-enter the building unless clearance is given by the Fire Brigade

Statement Of Inclusivity

At Movement Zone we recognise that we have a diverse group of instructors, parents, students and hirers. We embrace and value the diversity of our community and as such it is our policy to be inclusive and mindful of this diversity in our policies, programs, studios, and interactions with others. We embrace all people regardless of their age, culture, disabilities, ethnic origin, gender, gender identity, marital status, nationality, race, religion, sexual orientation, and socioeconomic status. We continually challenge ourselves, and others, in an environment of mutual concern and respect for the free expression of all individuals.

I hereby confirm to agree to the Terms & Conditions of hire as stated on this document. Date _____
Signature _____