

# Studio Hire Information

## Arrival & Setup

- You may arrive up to **15 minutes before your booking** to set up.
  - If you require additional set-up time (for example, for a party), please inform us in advance so this can be arranged.
  - Parking on the drive is permitted for you; however, please ensure guests or attendees park elsewhere to keep access clear for staff.
  - The lockbox is located to the right of the entrance door. You will be given the code via email upon confirmation of hire. The door can be stiff, so please take care when opening. Ensure the key is returned to the lockbox before departure.
  - The **main light switch** is located immediately on your right upon entering. This controls all lighting throughout the building—please switch it **on when you arrive** and **off before leaving**.
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## Using the Studios

- **Studio 1** is upstairs; **Studios 2 & 3** are downstairs. **All party bookings are held in Studio 1.**
- Decorations are welcome but must **not be attached directly to painted walls**. Doors and windows may be used instead.
- Tables and chairs are available and are stored **downstairs behind the red door opposite the main area**. Please:
  - Collect what you need.
  - **Return all tables and chairs neatly to the cupboard after use.**
  - Ensure the studio is left as you found it.
- **Important for Core Parties:** Hirers are responsible for all tidying and clearing away. Core staff members will leave once the party finishes—they will not be responsible for post-event cleaning.
- If your booking includes one of our teachers/facilitators, they will arrive approximately **10 minutes before the start time** to set up.
- For children's parties/events, we recommend parents **drop off and return 15 minutes before the end** to minimise distractions.
- **Helium balloons** must be secured to a weighted base at all times. Please ensure children do not play with them to avoid damage or accidents.
- Please ensure that **children do not touch or lean on the windows**. We advise placing chairs in front of the windows to prevent children from running or moving near them.
- **Equipment belonging to The Core Dance Company must not be used without prior written consent.** The equipment is expensive, and any damage caused must be reimbursed by the hirer.

## Cleaning Up

- You are responsible for **tidying the space before you leave**.
  - A dustpan and brush are available in the break room next door.
  - All decorations, balloons, and personal items must be removed.
  - Any used equipment should be cleaned and returned.
  - **Studios, tables, chairs, and shared spaces must be left exactly as you found them.**
  - All rubbish must be cleared: either **taken home** or **placed in the bins on the back staircase (to the left of the fire door)**.
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## Cancellation Policy

- **14+ days in advance:** full deposit refund.
  - **7–14 days in advance:** deposit is non-refundable.
  - **Less than 7 days' notice:** full hire fee is payable.
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## Booking Policy

- All bookings must be made online.
  - A booking is **only confirmed once full payment has been received**.
  - Provisional bookings without payment will not be held.
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## Departure Checklist (posted by the front door)

Before leaving the building, please ensure:

- ✓ All lights are switched off (main switch by the door).
- ✓ All tables and chairs are returned neatly to the downstairs cupboard (red door).
- ✓ Studios are left exactly as you found them (no decorations, rubbish, or equipment left out).
- ✓ Decorations and balloons have been removed.
- ✓ Children have not left toys, food, or belongings behind.
- ✓ Any equipment used has been cleaned and put away.
- ✓ All rubbish has been either taken home or placed in the bins on the back staircase (left of fire door).
- ✓ The key is returned to the lockbox and the door is securely locked.