



GALAXY

DANCE & GYMNASTICS LTD

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Company number: 16094218

Registered Address:
30 Winterbourne Mews, Ashford, Kent, TN23 3UR
events@galaxydanceandgym.co.uk

Galaxy Dance & Gymnastics Ltd

Venue Hire Address: 40 Park Street, Ashford, Kent, TN24 8LS

Venue Hire – Terms & Conditions

Effective Date: 1st September 2025

Company Registration Number: 16094218

1. Definitions

- “The Company” refers to Galaxy Dance & Gymnastics Ltd.
 - “The Hirer” means the individual, business, or organisation hiring the venue.
 - “The Venue” means the premises located at 40 Park Street, Ashford, Kent, TN24 8LS.
 - “Hire Period” means the agreed date(s) and time(s) for which the Venue is booked.
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2. Booking & Payment

1. A booking will only be confirmed upon receipt of a completed booking form and payment of the required deposit.
 2. For all hires, a deposit of 25% of the total hire fee is required and is non-refundable.
 3. For certain one-off events, the Company may also require a £100 cleaning deposit, at its discretion. The Hirer will be notified in writing if this applies to their booking. Where applicable, this cleaning deposit will be returned within 2 working days after the event, provided the Venue is left in accordance with the cleaning conditions set out in Clause 8.
 4. Full payment must be made no later than 30 days before the Hire Period. Late payment may result in cancellation.
 5. The Company reserves the right to refuse any booking without giving reasons.
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3. Cancellation Policy

1. Cancellations will only be accepted in writing via email to: events@galaxydanceandgym.co.uk.
 2. The following charges apply:
 - o More than 30 days before the Hire Period: Refund given less the deposit amount.
 - o 30 days or less before the Hire Period: No refund will be given.
 3. If the Company cancels for reasons beyond its control, all monies paid will be refunded in full, but no further compensation will be offered.
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4. Use of Venue

1. The Hirer must use the Venue only for the agreed purpose.
 2. The Hirer must not sub-let or share use of the Venue without written consent from the Company.
 3. All activities must be conducted safely and in accordance with relevant laws and regulations.
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5. Health & Safety

1. The Hirer is responsible for the safety of all persons attending during the Hire Period.
 2. Any accidents or incidents must be reported immediately to the Company's representative and recorded in the accident logbook.
 3. Fire exits must remain unobstructed at all times.
 4. Smoking, vaping, and the use of naked flames are strictly prohibited within the Venue.
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6. Insurance & Liability

1. The Hirer is advised to arrange their own public liability insurance for the Hire Period.
 2. The Company accepts no responsibility for:
 - o Loss, theft, or damage to personal property.
 - o Injury to persons arising from the Hirer's activities.
 3. Any damage to the Venue or equipment caused by the Hirer or their attendees must be paid for in full by the Hirer.
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7. Equipment & Facilities

1. Only equipment provided or approved by the Company may be used.
 2. The Hirer must not make alterations to the Venue or its equipment without prior consent.
 3. All equipment must be returned to its original position at the end of the Hire Period.
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8. Cleaning & Condition

1. The Venue must be left clean, tidy, and free from rubbish after use.
 2. Where a £100 cleaning deposit has been taken, it will be returned within 2 working days post-event, provided the Venue is left in an acceptable condition as determined by the Company.
 3. For hires where no cleaning deposit was taken, additional cleaning required due to the Hirer's use will be charged at a flat fee of £100.
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9. Noise & Neighbour Consideration

1. Noise levels must be kept to a reasonable level, especially during early morning or late evening hires.
 2. The Hirer must ensure attendees leave the Venue quietly to respect neighbours.
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10. Compliance

1. The Hirer must comply with all applicable laws, including safeguarding, child protection, and safeguarding vulnerable adults where relevant.
 2. The Hirer is responsible for obtaining any licences or permissions required for their activities (e.g., music, performance, alcohol).
 3. **Alcohol & Licensing:**
 - The Venue does not hold a premises licence. Alcohol may be consumed (but not sold) during the Hire Period.
 - If the Hirer intends to supply alcohol for sale during their event, they must apply for and obtain a Temporary Event Notice (TEN) from Ashford Borough Council.
 - A TEN can be applied for at any time prior to the event, but must be submitted **no later than 10 working days before** the event date.
 - It is the sole responsibility of the Hirer to apply and pay for any required TEN.
 - For a full list of licensable activities, please refer to the relevant legislation and guidance. The Company is not liable for any unlicensed activities that occur during the Hirer's use of the Venue.
 - More information can be found via:
 - **Alcohol licences and how to obtain them** – available on the Company website.
 - **Temporary Event Notice (TEN)** – Ashford Borough Council guidance.
 - **Regulated Entertainment and Exemptions** – Paragraph 16, Section 182 Licensing Act 2003: Revised Guidance.
 - The Hirer must ensure this information is provided to any person using the Venue for such purposes to ensure the event operates within the law.
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11. Termination of Hire

1. The Company reserves the right to terminate the hire without refund if the Hirer breaches these Terms & Conditions.
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12. Governing Law

These Terms & Conditions are governed by the laws of England and Wales, and any disputes shall be subject to the jurisdiction of the English courts.