



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

General Information for Venue Hirers

Effective Date: 1st September 2025

1. Venue Location

- Address: 40 Park Street, Ashford, Kent, TN24 8LS
 - Located in the heart of Ashford, close to public transport and parking facilities.
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2. Access & Entry

- The Hirer will be provided with access instructions prior to the Hire Period.
 - Please arrive no earlier than your booked time unless agreed in advance.
 - All hire periods include set-up and pack-down time — please factor this into your booking.
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3. Parking

- Parking is available for up to 3 cars, subject to availability and depending on the date and time of the hire booking.
- All other vehicles must use local public car parks.
- The closest car park is Edinburgh Road Multi-Storey (postcode: TN24 8LG).

Website: [Edinburgh Road Multi-Storey Car Park Information](#)

4. Studio Details – Aurora Studio (First Floor)

- Facilities:
 - o Women's and Men's toilets available on the first floor.
 - o Mirrors, sound system, and lighting.
 - Maximum Capacity: 60–80 people, depending on activity.
 - Accessibility: Please note our venue has no step-free access or lift facilities and is not suitable for wheelchair users or those with limited mobility.
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5. Additional Facilities (Second Floor)

- For family-friendly events, there is the option to add hire of the second floor, which includes access to a small kitchen area (fridge, microwave, kettle, etc.) and a small lounge with a maximum capacity of 20 people.

- Should you wish to add these facilities to your booking, please notify us in advance. Additional hire costs may apply.
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6. Furniture & Equipment

- Tables and chairs are available upon request.
 - Any equipment brought in by the Hirer must be approved by the Company in advance.
 - All furniture and equipment must be returned to its original position after use.
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7. Cleaning & Condition

- The Venue must be left clean, tidy, and free from rubbish.
 - For certain one-off events, a £100 cleaning deposit may be required at the discretion of Galaxy Dance & Gymnastics Ltd.
 - Waste must be bagged and removed from the premises unless otherwise agreed.
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8. Health & Safety

- Fire exits must be kept clear at all times.
 - Smoking, vaping, and the use of naked flames are strictly prohibited inside the Venue.
 - The Hirer is responsible for the safety and supervision of all attendees during the Hire Period.
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9. Noise & Neighbours

- Please be considerate of neighbouring properties.
 - Noise must be kept to a reasonable level, particularly before 9:00am and after 9:00pm.
 - For evening hires ending at midnight, all guests must vacate by 11:30pm, with the final 30 minutes reserved for Hirer clean-up only.
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10. Licensing & Alcohol

- The Venue does **not** hold a premises licence. Alcohol may be consumed (but not sold) during the Hire Period.
 - If you wish to sell alcohol during your event, you **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 your event but **must** be submitted no later than **10 working days before** your event date.
 - It is the sole responsibility of the Hirer to apply and pay for any required TEN.
 - For further information and guidance on licensing:
 - **Alcohol licences and how to obtain them** – UK Government overview.
 - **Regulated Entertainment and Exemptions** – Paragraph 16, Section 182 Licensing Act 2003: Revised Guidance.
 - The Company accepts no liability for any unlicensed activities that occur during the Hire Period.
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11. Contact Information

- Bookings & Cancellations: events@galaxydanceandgym.co.uk
 - Phone: 01233 743541
 - WhatsApp: 07561 785692
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12. Key Reminders

- All bookings are subject to the Venue Hire Terms & Conditions.
- A 25% non-refundable deposit is required to secure a booking.
- Full payment is due no later than 30 days before your hire date.
- Cancellations must be emailed to events@galaxydanceandgym.co.uk.