



Studio Hire Terms and Conditions

1. Cost

1.1 The studio hire fee is **£20 per hour**.

1.2 Hirers must book the studio for a defined time period. Hire times must include any required setup and pack-down time.

1.3 Overrunning the hire period by **more than 10 minutes** will result in **an additional full hourly charge** being added to the invoice.

1.4 A **cleaning fee of £15 will** be charged including removal of rubbish bags.

Alternatively, hirers may clean the space themselves. This includes:

- Hoovering and mopping the floor
- Returning furniture and equipment to its original position
- Removing **all rubbish from the premises**, as there are **no commercial waste bins available onsite**
- This must be done within your hire time.

1.5 Any additional costs incurred due to damage, excessive cleaning requirements, or misuse of the studio may be invoiced to the hirer.

2. Payment

2.1 All payments must be made via the **ThinkSmart Portal** using **ThinkSmart Pay**.

2.2 Accepted payment methods are **Apple Pay or card payment** through the app.

2.3 **Bank transfers and cash payments are not accepted.**

2.4 Fees must be **paid in advance of the hire** and by the date stated on the invoice.

2.5 If payment is not received by the invoice due date, a **£5 late payment charge** will be added to cover administration costs.

2.6 Hirers must create and complete a **Customer and Student Profile** on the ThinkSmart app in order to:

- Access invoices
- Manage bookings
- Confirm acceptance of the Academy's Terms and Conditions.

2.7 Hirers must provide the following contact details within the ThinkSmart profile:

- Email address
- Phone number
- Emergency contact number

These details are required for invoicing, booking administration, and emergency communication.

At the point of booking – please ensure you have exchanged phone numbers with Miss Carly so that you have her phone number for access.

2.8 Fees are payable for booked hire periods **regardless of attendance**, unless alternative arrangements have been agreed **in writing with the Principal**.

3. Terms & Conditions

General Booking Conditions

3.1 By completing a profile on the ThinkSmart app and confirming a booking, hirers agree to abide by these Terms and Conditions.

3.2 **Belle Etoile Academy of Dance reserves the right to cancel bookings** due to unforeseen circumstances. The Principal will determine whether:

- The booking will be **rescheduled**, or
- **A refund will be issued.**

3.3 On the rare occasion that a hire is cancelled due to **staffing availability**, the session will be rescheduled. If rescheduling is not possible, a **refund will be provided**.

3.4 **No refunds are given** for cancelled bookings.

3.5 In cases of **long-term illness or injury**, refunds may be granted **at the discretion of the Principal**. Minor illnesses, personal commitments, or holidays do not qualify.

3.6 If a hirer is asked to leave the studio due to a **breach of these Terms and Conditions**, the booking will be terminated immediately and **no refund will be issued**.

Use of the Studio

3.7 The studio is located at:

Belle Etoile Academy of Dance Studio

19 Sergeants Way (Asset House Building)

Bedford

MK41 0EH

3.8 Entry to the building is via the **buzzer labelled “Belle Etoile Academy of Dance”** at the front door of Asset House.

3.9 The studio is designed primarily for **dance-related activities**, including dance classes, rehearsals, and similar activities such as small events or discos.

3.10 The studio floor is **specialist dance flooring** and must be treated with care.

3.11 The following footwear rules apply:

- Dance shoes are recommended
- Regular footwear is permitted
- **Stiletto heels or sharp-heeled shoes are strictly prohibited** as they may damage the flooring

3.12 Hirers are responsible for ensuring that all participants comply with these footwear requirements.

3.13 The maximum number of people permitted in the studio at one time is **60**. This includes adults and children.

Facilities

3.14 The following facilities are available for hirers to use:

- Two toilets with handwash facilities
- Sinks with drinking water

- Kettle
- Small fridge
- Tables and chairs
- Coat hooks & bag storage area
- On street parking nearby – please do not park in front of other neighbouring businesses

3.15 Hirers must leave all facilities in the same condition in which they were found.

Health and Safety

3.16 Hirers are responsible for the safety and supervision of all participants attending their session.

3.17 Any accidents, injuries, or damage occurring during the hire period must be reported to the Academy as soon as possible.

3.18 The hirer is responsible for ensuring that all activities conducted in the studio are carried out safely and appropriately.

Damage and Liability

3.19 Hirers are responsible for any damage caused to the premises, equipment, flooring, or facilities during their hire period.

3.20 The Academy reserves the right to invoice the hirer for the **cost of repair, replacement, or additional cleaning** resulting from misuse.

3.21 Belle Etoile Academy of Dance accepts **no responsibility for loss, theft, or damage to personal belongings** brought onto the premises.

Conduct

3.22 Hirers must ensure respectful behaviour from all participants.

3.23 Any behaviour deemed unsafe, disruptive, or inappropriate may result in immediate termination of the hire.

3.24 The studio must only be used for the activity stated in the booking unless otherwise agreed.

If you have any queries, please contact carly@belleetoiledance.co.uk

Carly Jones
Principal
Belle Etoile Academy of Dance

Date of Policy: March 2026