

SAN-MARIE STAGE SCHOOL

HIRE AGREEMENT

Contact Details

Name	
Address	
Postcode	
Home Number	
Mobile Number	
Email Address	

Start date of Hire

/ /	One day only/weekly/monthly/academic term time	Other
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Fees

From

To

Studio 1	<i>£15.00 per hour (£12.50 + VAT)</i>		
Studio 2	<i>£7.50 per hour (£6.25 + Vat)</i>		
Studio 3	<i>£12.00 per hour (£10.00 + Vat)</i>		
Complete Venue	<i>£30.00 per hour (£25.00 + Vat)</i>		

Hirers Contractual Conditions.

If you hire out an individual Studio

- Food and drink is not permitted in Dance Studios (water not included)
- Outdoor footwear is not permitted in the Dance Studios
- Studio must be left as found (clean and tidy)
- Check toilet lights are turned off before leaving studio
- Check air conditioning/heating is turned off before leaving studio
- Put any lost property into the lost property box in disabled toilet.

If you have sole use of the building

- Please follow the above studio information on all three studios.
- When leaving please check that all toilet lights have been turned off
- Turn off lights in vending area
- Turn off air conditioning/heating in reception area
- Turn off TV in reception area.
- Turn off oven and kitchen lights if this area has been used.

When leaving the building

- Set alarm
- Turn off Reception and outdoor florescent lighting
- Lock both the upper and lower lock on the main door.
- Please put all rubbish in the outside bin.

Code Information

Front Gates	24680
Alarm Code	TBC
Cleaning Cupboard	1965 (Middle Cupboard in Vending Area)
Small Tables	1969 (End Cupboard in Vending Area)
Chair Cupboard	23790 (Studio 3)

I, the hirer of the San-Marie Studio will abide by the above contractual conditions. I am also aware that if any of the above has not been completed when leaving the building or any damage has occurred. I will be invoiced for these additional costs including utility bills/repair/additional cleaning costs.

Key & Hire Deposit (refundable on return of keys)	£50.00	Hirers Signature	Staff Signature	Date
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