



<p><b>BOOKING PROCEDURE</b></p>	<p>We require all booking and availability enquiries to be made by email. We do not accept booking enquiries via social media or other channels.</p> <p>All requests and confirmations must be processed and acknowledged in writing via email. Please note telephone bookings are not valid without an email confirmation.</p> <p>It is the responsibility of the hirer to ensure they have received the booking confirmation email and/or invoice and to confirm that the information is correct. If an email has not been received, please contact the team as soon as possible as your booking will not be valid. The same rules and procedure apply for booking cancellations.</p> <p>Music Rooms – Booking inquires on the day can be reserved via the phone, however it is the responsibility send an email to the bookings team to confirm that they are attending and to arrange a payment method.</p>
<p><b>BOOKING TIMES</b></p>	<p>Studios must be cleared and vacated promptly at the times agreed on the booking. Any over-running of a booking may incur additional charges.</p> <p>Dance Attic is open from 9:00am - 9:30pm Monday - Friday &amp; 9:00am- 6:00pm Saturday - Sunday.</p> <p>Rates are calculated by the hour (1 hour minimum hire, after which fractions of 15/30 minutes are permitted), or by the day (standard booking day is 10am – 6pm)</p>
<p><b>CANCELLATION POLICY</b></p>	<p>Once a booking is confirmed by email the following cancellation policy applies:</p> <ul style="list-style-type: none"> <li>*Cancellations and Date/Time/Studio Amendments will be charged at –</li> <li>- WITHIN 1 Month – 25% of the studio hire</li> <li>- WITHIN 1 Week – 50% of the studio hire</li> <li>- WITHIN 48hrs – Full Studio Hire</li> </ul> <p>* Please note invoices must be paid in advance of the studio booking unless stated otherwise.</p> <p>Please note we are no longer accepting Covid as a reason for cancellation – studio and cancellation fees will still apply.*</p> <p>Please note we are no longer accepting Transport Strikes or Industrial Action as a reason for cancellation – studio and cancellation fees will still apply.</p>
<p><b>CANCELLATION PROCEDURE</b></p>	<p>It is your responsibility to ensure you have confirmed via email your cancellation request. Please ensure you have received acknowledgement otherwise standard charges may apply.</p>
<p><b>METHODS OF PAYMENT</b></p>	<p>BACS - Please quote your Invoice number when making payment</p> <p>FRESHBOOKS - You may pay for an invoice sent via FRESHBOOKS either in person at Reception, or via Telephone.</p> <p>TELEPHONE PAYMENT – Please call Dance Attic to pay over the phone on 0207 610 2055</p>
<p><b>INTERNATIONAL PAYMENTS</b></p>	<p>Please note international payments will be subject to a £15 surcharge to cover banking charges.</p> <p>International Refunds will be charged at £20</p>
<p><b>CREDIT NOTES</b></p>	<p>Credit notes are valid for 6 months from date of issue.</p>
<p><b>VAT</b></p>	<p>Our VAT number is 318417462</p> <p>All bookings are subject to a VAT charge currently at 20%.</p>
<p><b>VAT - OVERSEAS COMPANIES</b></p>	<p>For overseas companies the rules of charging vat are set out in HMRC vat 741a, section 6. This states that where business takes place in the UK requiring the use of UK land (such as staying in an hotel, trading at an exhibition stand, and theatres etc) ...then VAT applies and has to be paid by the business based in the UK. If the business based in the UK can be deemed to trade without needing UK land (i.e. a management company or consultancy or musician) ... then VAT need not necessarily apply. As a rehearsal at the Dance Attic is considered to be a use of UK land it therefore means that we are subject to VAT charges and therefore we have to charge it.</p>
<p><b>DELIVERIES</b></p>	<p>Deliveries and unclaimed post will be held for no more than two weeks</p>
<p><b>PERSONAL PROPERTY</b></p>	<p>Belongings are left at owners' risk. We cannot accept responsibility for lost, damaged or stolen items.</p>

## Dance Attic Terms and Conditions

LOST PROPERTY	Items left in Lost Property may be held for up to 14 days, after which they will be disposed of.
ADMISSION	The Dance Attic and its facilities are available to paying customers only. The Dance Attic is a private establishment and reserves the right to refuse entry.
STUDIO HIRE	Hirers must state the intended use and number of attendees of the studio at the time of booking. Failure to disclose if, for example, it is an open audition may result in additional fines.
SAFETY & SECURITY	Children must be accompanied by an adult at all times. If a booking involves children under the age of 18, it is the responsibility of the hirer for ensuring that the relevant DBS checks have been obtained if necessary. Dance Attic Studios does not accept responsibility or liability for the safeguarding and welfare of anyone on the premises under the age of 18.