



BOOKING PROCEDURE	<p>We require all booking 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 in writing via email. Even if you have booked over the phone, bookings are not confirmed unless the bookings account has replied to them.</p> <p>It is your responsibility to ensure you have received your booking confirmation email and to confirm that the booking information is correct. If you do not receive this email, please contact the bookings team as soon as possible as your booking will not be valid. The same rules and procedure apply for booking cancellations.</p>
BOOKING TIMES	<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 9:00AM - 9:30PM Monday - Friday & 9:00AM - 6:00PM Saturday - Sunday.</p>
CANCELLATION POLICY	<p>Once a booking is confirmed by email the following cancellation policy applies:</p> <ul style="list-style-type: none">*Cancellations and Date/Time/Studio Amendments will be charged at –- WITHIN 1 Month – 25% of the studio hire- WITHIN 1 Week – 50% of the studio hire- WITHIN 48hrs – Full Studio Hire <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>
CANCELLATION PROCEDURE	<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>
METHODS OF PAYMENT	<p>BACS – please quote your Invoice number when making payment</p> <p>By card over the phone – Dance Attic Studios – 0207 610 2055</p>
INTERNATIONAL PAYMENTS	<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>
CREDIT NOTES	<p>Credit Notes are valid for 6 months from date of issue.</p>
VAT	<p>Our VAT number is 318417462</p> <p>All bookings are subject to a VAT charge currently at 20%.</p>
VAT - OVERSEAS COMPANIES	<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>
DELIVERIES	<p>Deliveries will be held for no more than two weeks.</p>
PERSONAL PROPERTY	<p>Belongings are left at owners' risk.</p> <p>We cannot accept responsibility for lost, damaged or stolen items.</p>
LOST PROPERTY	<p>Items left in Lost Property may be held for up to 14 days, after which they will be disposed of.</p>
ADMISSION	<p>The Dance Attic is a private establishment and reserves the right to refuse entry.</p>
BOOKING PROCEDURE	<p>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.</p>

Dance Attic Terms and Conditions

Music Rooms – Booking inquiries on the day can be reserved via the phone, however it is the clients responsibility to send an email to the bookings team to confirm that they are attending and to arrange a payment method.