

Studio hire terms and conditions

This document forms the terms and conditions of hire of studio space by a hirer (you) at The Jazz Factory (we/us). The hire of studio space under these terms and conditions does not create any affiliation or partnership between you and The Jazz Factory, and The Jazz Factory takes no responsibility for and does not endorse the content of activities which you carry out in its studios. By confirming these terms and conditions you acknowledge and confirm that you have understood and agreed to comply with the terms and conditions contained within this document. Please note that completing a booking online does not automatically mean that the booking has been confirmed. You must receive a confirmation at the time of booking and be in contact with the office at least one month prior to your booking.

Booking Procedure:

We do not take bookings over the phone. All reservations must be made online or via email - admin@jazzfactory.com.au.

We can invoice for bookings upon request. Please discuss with Fiona in the office. Invoices must be paid 1 month prior to secure bookings.

Advance payment is required to secure all studio bookings at The Jazz Factory.

You must be able to produce a booking confirmation on the day of their reservation; failing that, you may be denied access to our studios.

A 50% cancellation fee is applicable if the booking is cancelled with less than one week's notice. If cancellation is made with less than 48 hours of the booking date, then the total amount will be liable. If the booking is cancelled before the 1 week's notice a cancellation fee will not apply.

Our electronic booking system sends out an automatic confirmation once a booking is paid for; this outlines the dates, times and location of each booking. It is your responsibility to ensure you have received this message and that the information is correct. If you do not receive this message, please contact The Jazz Factory office as soon as possible. The same rules and procedure apply for booking cancellations – not applicable as you will be paying on invoice not via the booking system

The Jazz Factory must be contacted prior to your booking to arrange for the studios to be opened and locked for your booking if applicable

Booking slots are made available on specific dates throughout the year, usually for the term ahead. Studio times and locations may be changed or cancelled in exceptional circumstances by The Jazz Factory due to changes in the internal programme. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.

Noise levels in the Studios:

Noise levels in all studios must be kept to a reasonable level. N.B Please consider other users and local residents when using the studios.

Footwear, Food & Drink in the Studios:

Please ensure all footwear worn inside the studios is clean and will not scratch the flooring. No stiletto heels. Please ensure all screws are checked on tap shoes before entering the studios. Any marks on the floors are to be cleaned.

No food or drink may be taken into the studios except bottled water.

Damage to the Studios:

You will be liable for any damage caused to the studios. This includes (without any limitation) damage to the studio's floors, walls, or audio systems. You are responsible for informing the office if you notice anything unusual in the condition of the studio you are using before commencing your booking.

Booking Times:

You must keep to your allotted time slots and you must ensure that warm-up and cool-down is allowed for within the booking time. If you persistently fail to keep to your allotted time, you will not be allowed to book studio space in the future.

Our booking policy allows for back-to-back bookings and we expect the outgoing hirer and the incoming hirer to be flexible when this is the case. Please notify reception about any delays affecting your booking as a result of the previous hire.

The Jazz Factory reserves the right to invoice for any extra time in the studio.

At the end of the day, studios must be vacated by 22.00 prompt. We are not permitted to trade past this time.

Use of Equipment:

All studios are equipped with a stereo.

The singing studio has a piano. Other equipment should not be used or touched without prior permission.

Our studios are suitable for dance and movement practices. Should you require any extra equipment (i.e. chairs and tables), this must be stated at time of booking. We have some tables and chairs which hirers are welcome to use, but these are considered extras not part of the booking and you would be responsible for locating these items and putting them back to their original places.

The building is equipped with Wi-Fi signal and this is accessible through a guest account, details of which can be requested through the office.

We prohibit filming and photography of artistic works, staff, members of the public and children using the building without prior permission.

For any social media promo of rehearsals/use of the studio, an appropriate credit line acknowledging The Jazz Factory as the location is requested.

Health & Safety, Best Practice and Public Liability Insurance:

You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. The Jazz Factory takes no responsibility for the content or health and safety of classes run by external hirers.

Please adhere to all The Jazz Factory Covid Safe policies and provide us with Covid Safe plan before the hire date commences

The first aid kit is kept in the Kitchen. Should a participant in your session sustain an injury, reception staff are first aid trained but please note they can only assist you on site and will not be able to leave the premises.

All hirers must make themselves familiar with the fire evacuation procedures and must make sure class participants are briefed on course of action in case of fire.

The Jazz Factory's insurance will only cover defects with the building. We are not liable for and cannot cover loss of your personal property.

Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities.

If a session involves participants who are under the age of 18 the hirer is responsible for ensuring that the relevant WWC checks have been obtained.

The Jazz Factory has three dance studios and a singing studio.

There are male and female toilets and changing facilities are available on site. All rooms must be left clean and tidy. All lights, fans and air conditioning must be switched off at the end of use and doors locked (or as arranged with the office).

We thank you for respecting The Jazz Factory studio space.

Kind Regards

Fiona Harsanyi, The Jazz Factory

Signature of Hirer

Date