



Studio Hire Terms & Conditions

The information below outlines the terms and conditions of hire of studio space by a hirer (you) at Clarity Studio (we/us). The hire of studio space under these terms and conditions does not create any affiliation or partnership between you and Clarity Therapy Centre, and Clarity Therapy Centre takes no responsibility for and does not endorse the content of activities which you carry out in its studios.

By confirming the request in writing 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 form does not automatically mean that the booking has been confirmed.

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1. Booking Procedure

1.1 We do not take bookings over the phone. All reservations must be made via email through the bookings team whose usual office hours are Tuesday to Friday between 10.00 and 18.00 and occasional evenings/weekends. The reception desk at Clarity Therapy Centre is not equipped to take or change any bookings or payments, nor to provide detail on the studios' availability to external hirers.

1.2 Advance payment is required to secure all studio bookings at Clarity Therapy Centre. You must be able to produce a booking confirmation on the day of their reservation; failing that, you may be denied access to our studio. We reserve the right to cancel any booking where payment is not received before the event.

1.3 An invoice is raised as soon as a booking is agreed in writing via email. If you cancel 8 days prior to the booking you will be refunded in full. If you provide 7 days notice you will be refunded 50% of the hire . If a cancellation is made within a 72 hours or less of the booking date, then the total amount on the invoice will be liable. This can be altered in the hirers favour in some circumstances at the Practice Owners discretion.

1.4 Our booking team will send 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 space booking team as soon as possible. The same rules and procedure apply for booking cancellations.

1.5 All invoices must be paid immediately upon receipt, otherwise you risk cancellation of future bookings. A payment schedule can be negotiated if the booking is more than two months in advance; please contact the space bookings team for more information about this.

1.6 Studio hire times may be changed or cancelled in exceptional circumstances by Clarity Therapy Centre. Or if you do not conform to the terms and conditions. Breaking the terms and conditions will risk immediate cancellation of future bookings and you will not be refunded. You will be given notice of cancellation in writing as far in advance of the booking date and time as is reasonably practicable.

2. Noise levels in the Studio

2.1 Noise levels in all studios must be kept to a reasonable level. If you are disturbing other users, you will be advised to reduce your noise level by Clarity Therapy Centre staff.

N.B Please consider other users and local residents when using the studios.

2.2 Due to noise restrictions all windows and doors are to be kept closed. The studio is equipped with 3 air-conditioning units to control the temperature.

2.3 Percussion is not permitted in any studio without prior arrangement. If you intend to use percussion this must be stated at the time of booking when you will be advised if this is possible. Please note: we cannot allow any percussion involving more than one drummer at the same time.

N.B Because of our proximity to residential properties we restrict the use of percussion in the studio to day times. No early morning or late evening slots.

3. Food & Drink in the Studio

No food or drink may be taken into the studios except bottled water unless previously authorised by the practice manager. No glassware is permitted in the studio. Plastic reusable cups can be provided is required.

4. Damage to the Studio

You will be liable for any damage caused to the studios. This includes (without any limitation) damage to the studio's floors, walls, air-conditioning, signage, lighting etc. You are responsible for informing reception if you notice anything unusual in the condition of the studio you are using before commencing your booking.

5. Booking Times

5.1 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. We reserve the right to cancel future bookings.

5.2 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. Charges may apply if you overrun and if you delay the following booking.

5.3 Clarity Therapy Centre reserves the right to invoice for any extra time in the studio according to reception's report. If you impact the booking after yours you will be charged time and a half at the full rate without discounts.

5.4 At the end of the day, studio must be vacated by 20.00 prompt on weekdays and 18:00 prompt on weekends. Unless authorised by the Practice Manager prior to the event.

6. Use of Equipment

6.1 The studio is equipped with a small sound system. Studio users can plug in their own MP3 player, laptop or phone, but they are advised to bring their own device-specific cables.

6.2 Please note that furniture, planting or electrical equipment must not be moved around the room without permission and objects should not be kept on top of the speaker (especially any liquids).

6.3 Our studio is suitable for group therapy, meditation and 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 chairs and trestle tables 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.

6.4 The building is equipped with Wi-Fi signal and this is accessible through a guest account, details of which can be found at Reception. Please note this is a free service which is not set up for the purpose of live streaming and there are no guarantees from our part as to its speed and reliability.

6.5 Any equipment should be compliant with current guidance & legislation. All electrical items must be PAT tested and flammable objects must be treated with fireproof spray. Hirers are required to have a list of all equipment in use and relevant supporting documentation.

6.6 Yoga mats, blocks, straps, cushions, bolsters, eye-masks, cushions etc are available for use. You the hirer are responsible for any theft or damage. The stock is counted before and after each session. If you notice something is damaged or missing please inform reception before the start of your session.

6.7 No one is permitted to go on or up the spiral staircase located within the Clarity Studio.

7. Photo & Video

7.1 Any hire involving photography and video footage must be agreed at the time of booking.

7.2 We charge for bookings involving photography and video footage according to the purpose and where the footage will be distributed. If it is found that the studio was used for photography and that was not stated in the original booking or agreed by the practice manager a flat charge of £500 will be sent to the hirer.

7.3 The use of flash photography must be stated at the time of the booking.

7.4 We prohibit filming and photography of artistic works, staff, members of the public and children using the building. Please refrain from featuring images of children within Clarity Therapy Centre in your shoot.

7.5 For most shoots an appropriate credit line acknowledging Clarity Therapy Centre as the location is sufficient, i.e.: "filmed at Clarity Therapy Centre" or "Location: Clarity Therapy Centre". If point on social media please include our social media tags for example @clarity_centre on instagram. If the images will be broadcasted we might be interested in using the images, videos or stills from such shoots in our communication activities.

8. Health & Safety, Best Practice and Public Liability Insurance

8.1 You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. A risk assessment should be carried out and be available for Clarity Therapy Staff in advance and on the day. Clarity Therapy Centre takes no responsibility for the content or health and safety of classes run by external hirers.

8.2 The first aid kit and accident book is kept at reception. 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.

8.3 All hirers must tell us in advance if they are expecting any wheelchair users. Clarity Therapy Centre is not fully equipped to receive guests in wheel chairs. So a ramp will need to be organised by the hirer for the 12 Molasses Row entrance. Also for fire safety

the fire marshal will need to be alerted of any pregnant, disabled or guests who may need assistance in the case of evacuation.

8.4 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.

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

8.6 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.

8.7 If a session involves participants who are under the age of 18 or classed as vulnerable adults the hirer is responsible for ensuring that the relevant DBS checks have been obtained.

8.8 Hirers are advised not to exceed the recommended studio maximum capacity (see below). Depending on your event the booking team may alter the maximum capacity to ensure optimal health and safety.

8.9 No naked flames or items that produce smoke are permitted within the studio. This includes but is not limited to candles and incense burners. Anyone found using such items will be asked to vacate the Studio immediately. The hirer will not be refunded if the hire is cut short due to non compliance.

8.10 No smoking is permitted in the Studio. No smoking is permitted in or around the building entrance.

9. Location & Building Facilities

9.1 The Place is located in a complex of buildings in Plantation Wharf London. All studio users are asked to report at 12 Molasses Row entrance which is attended at the start or the hire.

9.2 There are toilets in the studio area which are signed.

9.3 The Client Lounge is open Tuesday-Friday and on Saturdays this is where the receptionist and first aider will be situated. On the ground floor is a staff kitchen which the hirer can use. Please note the kitchens are used by Clarity staff members and other hirers. The kitchens are not for use by the general public. Please do not allow your participants in the "Staff Only" areas. No one is permitted to enter the Therapy Suites unless booked.

10. Marketing & Publicity Guidelines

10.1 Studio hirers are only allowed to mention Clarity Therapy Centre in their advertising as the venue where their activity is taking place and must not use the words "Clarity Therapy Centre" in the title of their event. Location must be listed as "Clarity Therapy Centre or Clarity Studio" with no other suffixes.

10.2 All studio users must be directed to the entrance on 12 Molasses Row, SW11 3TW. Clarity Therapy Centre website has directions, travel information and a map which can be used on advertising material: www.claritytherapycentre.com

10.3 The Place logo must not be used in connection with any hire, unless the workshop has been directly commissioned by Clarity Therapy Centre.

11. Pricing and Studio Specificities

11.1 Rates are calculated by the hour (one hour minimum hire.) We offer sessions in 30min blocks after the first hour.

11.2 VAT is charged on all bookings, currently at 20%.

11.3 Maximum capacity is recommended at 20 people for hires using yoga mats. Depending on the hire will depend on the maximum size. This can be discussed with the bookings team.

12. Fire And Evacuation Procedure

Studio Hirers: Please adopt the following evacuation procedures. It is important that you keep an updated list of participants in your group and inform them about the nearest exit and the roll call area.

12.1 If you discover a Fire

- Activate the nearest fire alarm call point and leave the building immediately
- Use the nearest escape route, marked by green emergency signage
- If possible inform Clarity Therapy Centre security of the location and nature of the fire.
- Proceed to the assembly point at Plantation Wharf Pier. Do not loiter outside any exit.

12.2 If the alarms sound

- Evacuate your studio, closing the door behind you
- Use the nearest escape route, marked by green emergency signage
- Proceed to the assembly point **- Plantation Wharf Pier.**
- Report to Clarity Therapy Centre Reception that your area is clear and that all participants have safely evacuated the building - you can call 07851484381 (Callie Rashid Practice Manager) to do this or speak to the Fire Marshal in the Hi-Vis jacket. Do not re-enter the building until it has been declared safe to do so.

12.3 If you discover a suspect package:

- Contact reception and inform them know the location of the package.
- Await further instructions

12.4 Your exit points are:

The studio entrance doors, 12 Molasses Row SW11 3UX or the Clarity Therapy entrance door 12 Cinnamon Row, SW11 3TW. Only exit via the Clarity Therapy Centre door if the fire is blocking the Studio doors.

13. Important Points

- Close all doors behind you.
- Do not run.
- Do not stop to collect personal belongings.
- Do not re-enter the building unless clearance is given by the Fire Brigade / The Wharf Security.

By signing this document you accept the terms and conditions outlined. Please note that refusing to sign and accept this document will terminate or prevent any and all bookings.

Name of Hirer :

Signature of Hirer :

Date :