

## Studio Rental Terms and Conditions

These terms and conditions are set out for all individuals and companies hiring any facility at theLodge.space.

The rental dates and times will be confirmed and agreed by email between the parties which is to be recognised in conjunction with this document.

### Payment & Responsibilities

- A 50% Non-Refundable deposit is required for all bookings, this is to be paid within 24 hours of booking to secure the slot. This can be paid in The Lodge Space via Card or Invoice sent via email. Any booking with no deposit will not be confirmed and therefore the space may be hired out by someone able to pay the deposit.
- The remaining 50% rental fee should be paid 30 days before the bookings via invoice or card at The Lodge Space.
- The hiree is responsible for their guests during the hire of the studio.
- It is important that the hiree ensures the facilities provided are fit for the purpose of their booking. You are required to ensure that all fixtures, fittings and equipment are used correctly and that no damage occurs. TheLodge.space reserves the right to charge for the replacement of any equipment or property damaged or broken during the hire period.
- There is no parking available on site for guests. One car space can be made available if the hiree has heavy equipment to unload and submits a request ahead of their event with the Event Manager.

### Cancellation Policy

- We require at least 30 days notice to cancel a booking.
- If cancellation is requested more than 31 days of your booking, the remaining 50% deposit is not required to be paid. If cancellation is requested less than 30 days before your booking, full payment is required and no further bookings are able to be made until payment is made.
- TheLodge.space reserve the right to cancel without notice should the partner's activities be deemed inappropriate, a danger to the public, or a risk to the business.
- TheLodge.space reserve the right to change the hire fees with a months notice.
- In the event of the studio being required, TheLodge.space reserve the right to cancel any hire bookings with a minimum of 14 days notice.

### Hire time period

- Hirees have 15 minutes either side of their booking complimentary for any set up and breakdown, in this time the space may be shared by the following or previous booking. If the hiree requires longer than 15minutes to set up, then this will have to be included in their booking time.
- The hiree must comply with the hire times and ensure to vacate the studio by the agreed time as there may be another booking or a timetabled class immediately afterwards.
- If the booking does overrun, payment is required at the regular studio hire rate.
- The hiree is responsible for leaving the studio clean and tidy. Any yoga/fitness equipment used must be tidied away. Mops and cleaning equipment can be found at reception if necessary.
- The hiree should report any concerns or damages to Reception immediately.

### **Publication**

- As part of your event publication, any mention of theLodge.space in the public domain (i.e. on social media sites and advertising material) should be positive and non-derogatory.
- Any photos or media taken within theLodge.space and used in the public domain must mention/tag theLodge.space.
- TheLodge.space cannot guarantee any support with event promotion unless separately arranged with the Marketing Manager.
- Any agreements will be confirmed by email between the Marketing Manager and the hiree.
- A marketing package is available for bookings of 4 hours +.

### **Catering**

- Food should not be consumed in the studio.
- Food from outside may not be consumed on premises.
- We recommend pre-ordering food for big group bookings, to ensure that food is served at once.
- Pre orders & payment must be received up to 2 weeks prior to your event.
- Invoice will be made for pre-ordered numbers as opposed to actual number of attendees.
- If no catering is arranged for your booking café seating is not guaranteed.
- If you wish to arrange catering please email [events@thelodge.space](mailto:events@thelodge.space)

### **Health & Safety**

- The hiree is responsible to ensure they hold indemnity insurance and any other insurance/ qualifications that their industry/activity requires.
- The hiree should not tamper with any furnishings, electrical settings and equipment without written agreement from the Management Team at theLodge.space.
- The hiree should not take any action that may breach the health and safety rules of theLodge.space.
- The hiree is responsible for the health and safety of their own students/participants. In the event of an accident there is a first aid box and accident reporting book available at Reception.
- For Health and Safety reasons, drinking glasses are not allowed in the studio. Drinks in plastic are permitted. Food should not be consumed in the studio without agreement, there is a cafe area providing a range of hot food, snacks and drinks.
- theLodge.space is strictly no smoking throughout the premises, including the private courtyard.
- theLodge.space encourages an inclusive, friendly environment. All employees, partners and members of theLodge.space should be treated with respect. Verbal or physical abuse of any kind is not tolerated.