

DANCEEAST

Terms and Conditions of In-Kind Rehearsal Space 23/24

We're delighted to be welcoming you to Jerwood DanceHouse. We have a few housekeeping points that we'd like you to agree to prior to you visiting us:

1. All users, including guests, must complete this form prior to using the space: <https://www.danceeast.co.uk/workforce-and-artist-form-2023-2024/> We use this form to ensure you have the best possible time with DanceEast and to collect monitoring information about who we work with. This enables us to ensure we have the right data to make positive change and continuously take steps to be an inclusive space for everyone.
2. Please keep noise to reasonable levels at all times.
3. DanceEast asks that the appropriate shoes are worn in the studio space.
4. Please inform DanceEast of any specific equipment, technical or other support required during the period of use, and it will be supplied if available. Depending on the nature of the equipment and/or support there may be a charge for this.
5. Please ensure you vacate the studio at the agreed time to allow other users into the space. Note there may be a 15-minute change over allocation at the end of your booking to allow you to pack up and the next booking to set up.
6. DanceEast reserves the right to change or cancel bookings with reasonable notice in the event of internal events taking place.
7. Please do not bring food or drink, except bottled water, into the studios without prior permission.
8. No smoking is permitted in any part of the building.
9. Ensure all users have familiarised themselves with the fire evacuation procedures.
10. You will have access to changing & shower facilities on site for up to 1 hour before and after your session. Gender neutral and disabled access facilities are available throughout the building.
11. Users are responsible for ensuring that the relevant DBS checks have been obtained if applicable to the use of the studio. Please submit proof of this to DanceEast.
12. Users are responsible for ensuring their sessions are run in line with current health and safety legislation. DanceEast takes no responsibility for the content or health and safety of activities run by outside users.
13. Users are responsible for loss or damage of property, or any injury sustained during the period of use arising from any cause whatsoever.

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14. The user is advised to take out Public Liability Insurance cover to the value of £5 million and to provide evidence to DanceEast before using the rehearsal space.
15. We ask that any electrical equipment supplied by the user must have been subject to a satisfactory Portable Appliance Test (PAT).
16. Please keep to the maximum numbers for dance activity in each studio, which are as follows:

| | |
|----------------------|----|
| Wellbeing | 20 |
| Sir Frederick Ashton | 20 |
| Red Shoe Studio A | 30 |
| Red Show Studio B | 30 |
| Studio Theatre | 30 |
17. DanceEast aims to be a safe and inclusive space for all our users. For more information about access in our building, please follow this link: <https://www.danceeast.co.uk/your-visit/> Please include your access requirements in the form linked at the top of the T&C's. Alternatively, you can contact our Programme Coordinator (Esther.Alcock@danceeast.co.uk / 01473 235581) to complete this form over the phone or share your suggestions to make our spaces more accessible in the future.
18. Users are welcome to invite guests to visit during the period of studio use but please advise the Programme Coordinator 24 hours in advance.
19. DanceEast asks that you try to minimise your environmental impact as far as possible. Please consider doing this by, for example, avoiding single-use plastics, using public transport or car-sharing to travel Jerwood DanceHouse, minimise printing, and considering how you dispose of any waste.
20. DanceEast should be credited for use of the studio space in any press and print relating to that usage as per the following wording subject to final approval by the Head of Communications & Development:

Rehearsal space at the Jerwood DanceHouse, Ipswich provided by DanceEast

21. Please mention DanceEast on any relevant social media posts. You can tag us on Twitter @Dance_East, Instagram @danceeast, or Facebook @danceeast and add your location to posts as 'Jerwood DanceHouse'.

I confirm that I have read and understood the Terms and Conditions of this Agreement and agree to be bound by such terms and conditions.

Print: _____ Signed: _____ Dated: ___/___/___

If you have any questions or queries about visiting us at DanceEast, please don't hesitate to contact Esther Alcock (Programme Coordinator) on Esther.Alcock@danceeast.co.uk or call on 01473 235581.