

## STUDIO HIRE TERMS AND CONDITIONS

### OLYMPUS SHORT STUDIO HIRE TERMS AND CONDITIONS OF HIRE

The terms and conditions below will apply to any and all studio hire bookings.

#### **Instructions in Writing**

All bookings, amendments, special equipment and other instructions must be confirmed in writing.

#### **Times of Hire**

The hours of hire are those booked in Acuity, the booking platform on our website, these hours must include your set up and break down time.

#### **Participants**

There is a limit of 25 participants allowed in a class/workshop unless otherwise agreed. Nudity is not allowed. Richmond Olympus reserve the rights to refuse not suitable classes to be run at the Olympus Studio. **This includes Martial Arts Classes, MMA classes, weightlifting classes and wrestling classes.**

#### **Payment Terms**

If payment is not made directly at the time of booking, it must be cleared at least 72 hours prior to the hire taking place. Bookings are not held in the calendar and will only be confirmed once payment has been received.

Once paid for bookings are non-refundable and non-transferrable.

#### **Cancellations**

If you wish to **cancel your event 1 month or more** from the start date of your event, you can receive a full refund or full amount can be re-applied to a future booking. Cancellation must be requested in writing by email to [gym@richmondolympus.com](mailto:gym@richmondolympus.com)

If you **cancel less than 1 month** from the start date of your event, you can only reschedule your booking to a future date.

If you **cancel less than 1 week** from the event, this cannot be rescheduled.

#### **Induction**

If this is the first time you've hired at this location you may need an induction before your hire, you will need to organise this with the Club Manager before your hire or it may be cancelled.

#### **Fire Hazards**

Due to sensitive fire alarms burning of incense, candles, smudges or any other substance is not allowed in the studio.

#### **Indemnity and Damages**

1. The Hirer agrees to be responsible for any damage to the studio or its contents during their hire, including any damage caused to the passages, waiting area or other common areas by themselves or their participants and shall pay to the Olympus Studio on demand all amounts expended by the Olympus Studio in making good such damage.
2. The Hirer agrees to accept full responsibility for, and to indemnify the Olympus Studio against, all claims in respect of all loss or damage howsoever caused to themselves or their participants during the hiring period.

3. The Hirer agrees to accept full responsibility for, and to indemnify the Olympus Studio against, all claims in respect of injury, trauma and/or other forms of harm caused by, or as a result of, activities undertaken by the Hirer while using the Olympus Studio and will adequately insure themselves against such risks.
4. The Olympus Studio shall not be responsible for any loss due to the breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God, which may cause the studio or room to be temporarily closed, or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Olympus Studio against any claims that may be made in respect of such loss, damage or injury.
5. No banners, bills or posters may be affixed to any walls or fabric of the building without the Olympus Studio permission and no bolts, tacks, screws or like objects shall be driven into any part of the building.
6. All property that has been brought into the building by the Hirer or any persons on his/her behalf for the purpose of, or in connection with, the hiring must be removed immediately after the hiring by the Hirer. The Olympus Studio may remove or store any property left behind. The Hirer shall be responsible for removal or storage of said property. The Olympus Studio or its agents shall not be held responsible under any circumstances for damage to, theft of, or removal of the property whilst under storage or removal.
7. The Hirer at the expiration of the period of hiring shall leave the room or studio hired, together with the access thereto, in a clean and orderly state, replacing all equipment where they were found. The Hirer agrees to pay a fee of £20 on each occasion where the studio is not left tidy with all equipment put back in their proper places.
8. If instructions/keys have been given for locking up the Olympus Studio after use, the Hirer accepts responsibility for ensuring that all doors and windows are properly closed, locked and secure and that all lights, air conditioning units and additional heaters have been turned off.
9. If no reception staff are present, the Hirer may be required to open up or lock the Olympus Studio. Whilst in the building, it is responsibility of the Hirer to keep the front door locked and to ensure that this remains so for the duration of their time in

the Olympus Studio. If another group is also in the Olympus Studio, the Hirer may need to liaise with them regarding how to manage access.

### **Use of the Hired Part of the Building**

1. No exits may be blocked, chairs or other obstructions placed in corridors, or fire appliances removed or tampered with.
2. No additional lights or extensions from light fittings shall be used without the previous consent of the Olympus Studio.
3. No part of any room or studio shall be used for the sale of goods unless agreed by the Olympus Studio in writing.

### **Maintenance and Order**

1. The Hirer accepts responsibility for, and agrees to, maintain good order during the period of occupation.
2. The Olympus Studio reserves the right to end any event not properly conducted.
3. A right of entry to the room or studio is reserved by the Olympus Studio And Richmond Olympus Club or its agents at all times.

### **Your Information**

The data we gather is solely for the purpose of enabling the correct running of the Olympus Club and Studio (i.e. the information you submit for your booking) and making sure you get the specific information you want or need, to get the best out of the Richmond Olympus. We only keep your details for the period that you are a Richmond Olympus f4customer, and they are held securely by our partner companies, MindBody and PaySafe and are never ever shared with anyone else. You can request to see them or delete them at any time by contacting Richmond Olympus.

For more information, please see our full Terms and Conditions on our website

**By booking Studio you agree to the Studio Hire Booking Terms & Conditions.**