

SIOBHAN DAVIES DANCE

STANDARD TERMS AND CONDITIONS FOR CLASSES AND COURSES

The following terms and conditions apply to your participation in a class, course and/or workshop run by Siobhan Davies Dance. Please read these carefully to ensure that you are aware of your obligations and responsibilities.

1. Booking & confirmation

All bookings for a class, course and/or workshop should be made through reception, either in person, via email, or on the phone. When making a booking with us, you will be asked to provide your personal and contact information. You will also be asked to detail any access requirements, which will ensure that we are able to provide you with the best experience of the class, course and/or workshop. When booking for a term of classes, course and/or workshop, full payment is required at the time of booking to confirm your place. We also operate a drop-in policy for our classes only, which allows you to attend without prior booking, as long as the class is not already fully booked. Payment for drop-in classes is required at reception on the day of the class, before the class commences. We will also accept payment for a term of classes on the first class of term, as long as it is not fully booked.

2. Cancellation

All cancellations for classes, courses and/or workshops should be managed through reception either in person, on the phone or via email.

- If you **cancel up to four weeks prior** to the activity's start date, you are eligible to receive a full refund.
- If you **cancel up to two weeks before** the activity start date, you are eligible to receive a 50% refund.
- If you **cancel less than 14 days before** the activity is due to start, we are unable to offer you any form of refund.
- **For children's & young people classes ONLY:** We offer a grace period from the start of term until week 2, whereby in which time you are eligible to receive a full refund for the remaining weeks of term.

Please note that for all cancellations we will deduct a 10% admin fee. Further to this, if you require an international bank transfer, there will be an additional £8 charge.

Siobhan Davies Dance will endeavour not to cancel a class, course or workshop once it has been confirmed. In the event of unforeseen circumstances however, Siobhan Davies Dance retains the right to amend/cancel a class, course and/or workshop. We will always endeavour to give as much notice as possible in these circumstances and will consider appropriate compensation.

If you have booked in advance for a class, course and/or workshop and you foresee that you will be absent for a session for reasons beyond your control (ie. illness, caregiver responsibilities), please let us know as soon as possible, either via email enquiries@siobhandavies.com or

by calling **020 7091 9650**. This will help to ensure that we can accommodate someone else into the session. Please note that if you miss the first week of a course and/or workshop you may not be able to participate in the remainder of session that term.

3. Class Teacher Cover

We have permission to replace a teacher at short notice if necessary, with another teacher of equal quality.

4. Transfer of Booking

If you wish to transfer your term booking from your name into someone else's name then you will need to contact Reception for permission to do so. On most occasions this would be approved, however we will need to take into account at what point during the term the request has come in and the impact it would have on the individual's experience.

3. Waiting lists

If a class, course and/or workshop becomes fully booked, we will operate a waiting list. If a place becomes available within the class, course and/or workshop, we will offer the place via email to those in order on the waiting list. If successful, you will be asked to follow the booking procedure as mentioned in section 1. If for any reason you are unable to complete the booking, we will re-offer the place to the next person on the waitlist.

4. Pricing structure

Full Price	Full time employed or funded places
Concessions	Proof required at booking and on the first day of the workshop: <ul style="list-style-type: none">- Universal Credit, Pension Credit, Disability Living Allowance- Full-time students (in possession of valid NUS or ISIC cards)- Assistants or professional carers of people with disabilities

If you have paid a **concession price**, please make sure that you email reception with **proof of concession** prior to the class, course and/or workshop commencing. For those paying concession prices on a drop-in basis, please bring proof of your concession on the first day of your class, course and/or workshop, as you will be asked to show it to reception.

5. Room capacities & studio floors

In order to provide you with the best experience of our classes, courses and/or workshops we limit the number of people both within the building and within each space at any one time. Guidelines for space capacities are below, but may vary based on different activities:

Movement work during a class, course and/or workshop:

Space	Max. Capacity
Roof Studio	24
Research Studio	15

Lectures/Talks/Seated events:

Space	Max. Capacity
Roof Studio	150
Research Studio	60
Meeting Room	12

Both studios have sprung Junckers floors covered with Harlequin linoleum covers. Both studios are strictly barefoot spaces. Shoes are not permitted in either studio unless agreed otherwise in advance with Siobhan Davies

Dance. Please note that neither the Roof nor Research Studio is equipped with Barres or mirrors.

6. Fire safety & emergency procedures

In the event of a fire and/or emergency, you must fully comply with Siobhan Davies Dance's Emergency Evacuation Plan for the Studios. Our reception staff are the designated fire/emergency wardens for the Studios and you must follow any directions they provide. Should you notice any suspicious behaviour or unusual activity in the building, you must report it to reception immediately.

7. First aid & accidents

Our reception staff are the designated first-aiders for the Studios. Should you require any first aid or assistance whilst undertaking activity within the building, please seek help from reception. Any accidents or near misses, however minor, must be reported to reception immediately.

8. Access & security

In the interests of safety and security, please sign in and out at reception each time you visit. We will have prepared individual sign-in sheets for the class, course and/or workshop you attend. The receptionist on duty can advise which sign-in sheet is applicable for your visit. Entry to and exit from the building is via the main entrance only. CCTV operates around the site, but you are asked to remain vigilant at all times. We also advise you to take additional measures to secure valuable items and to take them home each evening. Siobhan Davies Dance does not accept any liability for any damaged, lost or stolen items; however please report any such incidents to reception immediately. Any items of lost property will be collected on a daily basis. We will make every reasonable effort to return any belongings to their owners. After a period of three months, any unclaimed items will be disposed of.

9. Damage & cleaning

We endeavour to present the building in a clean and tidy state. If this is not the case, please contact reception. We respectfully request that you leave the building and its contents in the same way that it was found. You will be held responsible for any actions that cause any damage to others, the building or its contents.

10. Health & safety

Siobhan Davies Dance will never ask you to undertake an activity that might endanger the general health and safety of your own self, or any person present in the class, course and/or workshop. If you are involved in activities on the premises that you do not feel comfortable participating in, we advise you to communicate your reservations to the teacher and/or organiser of the class, course and/or workshop, or to reception/an appropriate member of Siobhan Davies Dance staff, who can then make appropriate suggestions on how to proceed.

11. Children & vulnerable adults

When attending a class, course and/or workshop, children and young people should be dropped-off and collected by a responsible adult. We strongly advise that children are supervised when accessing the balcony area on the first floor of the building. Siobhan Davies Dance has a Safeguarding & Child and Vulnerable Adult Protection Policy, copies of which can be made available to you on request.

12. Smoking & substance abuse

There is a strict no smoking policy in place throughout the building. Siobhan Davies Dance also has a zero tolerance policy on the misuse of any substances and will take immediate action should we have grounds to do so.

13. Filming & photography

Siobhan Davies Dance would like to use any film and photographs taken within our classes, courses, and/or workshops to publicise our work. These images may be used online (on our website or other arts and educationally focused websites), within our social media pages, on physical flyers and e-flyers. We will ask for your consent to proceed with any filming or photography at the start of term. Please note that for children under the age of 18, a parent and/or guardian will need to give consent on the participants' behalf.

14. Monitoring & feedback

In order to improve the experience of our visitors, Siobhan Davies Dance will ask participants to complete a feedback form at the end of the term, course and/or workshop. These will be distributed to participants by the class teacher/organiser. If you would like to pass on any particular comments, queries or complaints during any activity with us, please contact reception in the first instance.

Last updated: 01 September 2018

The following information has been put together to introduce Siobhan Davies Studios and its facilities to you.

1. About Siobhan Davies Studios

Siobhan Davies Studios were built in 2006 by British award-winning architect Sarah Wigglesworth and later received a prestigious RIBA award for the unique design. Our Studios are a place to connect with others, make new work or relax and maintain a sense of humour. Having the Studios kick-started an explosion of activity within Siobhan Davies Dance, liberating what we are capable of and allowing us to support the making of far more work. It is important to us that our home is a beacon destination for independent dance experimentation, exploration and discovery hence we are delighted to share this creative space with like-minded organisations such as our close partners Independent Dance. With numerous spaces on offer throughout the building, our Studios are available to hire for rehearsals, meetings, film screenings, special events, parties, wedding and civil partnerships and corporate hire.

2. Reception

Staff will be available at reception at all times during the building's open hours and will be pleased to help you with any questions. For specific courses and/or workshops, we will also provide additional Siobhan Davies Dance staff support.

3. Wi-Fi

Siobhan Davies Dance is pleased to be able to offer all of our building users free public Wi-Fi throughout the building. Reception can provide you with the necessary username and password to be able to access the network.

4. Parlour & kitchen

The parlour area on the ground floor may be used by any visitors to the building as an informal space, provided it has not been hired for a private event. There is a small kitchenette adjoining the parlour, where visitors can make tea or coffee; we ask for a small contribution in support of these provisions. There is also a microwave, fridge, drinking water, as well as plates, cutlery, glasses and mugs available for your use. Use of the facilities is entirely at your own risk. As communal areas for visitors and staff alike, we ask that both spaces are kept clean and tidy after use. Please note that drinks may only be taken into the studios in re-sealable plastic bottles. Food is not to be consumed within the Studios.

5. Changing/shower facilities & toilets

Ground floor: Unisex and accessible WC
First floor: Male & female changing room, shower and WC; accessible WC. 2 further unisex WCs.

6. Lockers

These are located in the changing rooms on the first floor. Please obtain a locker coin from reception to use these facilities.

7. Baby-changing facilities

These are available on the ground and first-floor accessible WC. These include a baby-changing unit, a toddler toilet step and a nappy bin waste disposal.

8. Getting here

Siobhan Davies Studios is located adjacent to the Charlotte Sharman Primary School on St George's Road, a short walk from Elephant and Castle station (Northern, Bakerloo lines and Thameslink, South Eastern Trains), Lambeth North station (Bakerloo line) and Waterloo station

(Northern, Bakerloo, Jubilee, Waterloo & City lines and South West Trains).

9. Parking & congestion charging

The building is within the congestion zone. Parking is only available onsite for those with additional access requirements. Please arrange any parking requests with reception prior to your first visit to the studios. Please note that the site operates a one-way system with entry only via St George's Road and exit only via West Square. There is free parking available around West Square Gardens after 6.30pm and all day Saturdays and Sundays.

10. Bicycles

Bicycle racks are located to the side of the building, where you may lock your bike securely whilst you visit the Studios. Please do not chain your bicycle to our front or side gate, as these are designated fire escape routes and we will ask you to remove them. We do not allow for bicycles to be brought into the building at any time. There are two Santander Cycle Hire docking stations near our Studios; on Geraldine Street, and St George's Road between Garden Row and Gaywood Street, as well as being serviced by very good cycle routes to and from Elephant and Castle and our Studios.

11. Disabled access

Siobhan Davies Studios is an accessible building. If you have particular access requirements, please contact reception who will be pleased to offer/arrange assistance as necessary.

12. Opening times

Siobhan Davies Studios core opening hours are Monday to Thursday, 10am-9pm; Friday, 10am-7pm; Saturday to Sunday, 9am-8pm, excluding bank holidays. Please note these hours are subject to change. You are advised to call ahead to arrange access outside these hours, or check our website for daily opening hours. The building is closed over Christmas and New Year. If the main entrance is locked during these hours, then access is via the entry phone adjacent to the main door.

13. Environmental sustainability

Siobhan Davies Dance is committed to environmental sustainability in relation to both the operation and activities of the Studios, and the artistic activities we take elsewhere. We are committed to reducing any negative impact on the environment by ensuring products and services are sourced from sustainable environments; ensuring energy and water consumption are as efficient as possible; reducing; reusing and recycling whenever and wherever we can; monitoring and evaluating our impact and contributing to industry benchmarking, and communicating our objectives, activities and achievements. In using our Studios we encourage you, where possible, to support limiting negative environmental impact.

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