



# VICTORY

## PERFORMANCE CENTRE

This Studio Hire Agreement is between Victory Performance Centre and the Hirer as named below.

This Agreement covers all Studio Hires taken by the Hirer until such a time that Auckland Victory Performance Centre and the Hirer agree to terminate the Agreement. Termination of agreement needs to be in written form.

### Terms and Conditions of Studio Hire

#### **Casual Studio Hire Payment and booking:**

1. Bookings are to be made by contacting Teresa at [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com) or by calling 02040806027.
2. Your booking is not confirmed until full payment has been received. Payment can be made by eftpos (no credit), bank deposit or by cash at reception. Reception hours are limited; please arrange an appointment by contacting Teresa at [admin@victoryperformancecentre.com](mailto:admin@victoryperformancecentre.com) or by calling 02040806027.
3. Our bank details are: **Victory Performance Centre 06-0193-0731642-01**  
**Reference: your name and invoice number.**
4. Casual Studio Hire fees are fully refundable up to 24 hours before the commencement of your booking. Any cancellations made after this time will result in a cancellation fee of 100% of the total cost of your booking.

#### **Studio Hire Conditions:**

5. No food or beverages are to be taken into any of the studios – water is allowed.
6. Please keep music at an acceptable level so as to not disrupt other studio users. Any damage to stereo equipment by the hirer because of excessive volume, will result in the hirer being financially responsible for the replacement/repair of said equipment.
7. We provide a clean and tidy space. Please leave our studios as you find them. At the end of your booking if there is no-one using the studio after you:
  - Please turn off the stereo equipment
  - Please turn off the fans
  - Please close the windows
  - Please remove any rubbish
  - Please turn off the lights
  - Please check the bathrooms and shared areas turning lights off as you vacate the premise
8. Studio users if needed are required to clean and tidy the studio before the end of their booking time so that the next user can begin their booking on time. Please factor this in when you are booking. *An example of this is if you are using feather boas and your booking is 7.30-8.30pm. We would require you to have cleaned the studio of feathers by 8.30pm, which would mean that your lesson be shortened to facilitate the time needed for cleaning. We recommend factoring 15 minutes into your booking time for cleaning up.*
9. A cleaning fee of \$50 will be charged if the studio is not left in a clean and tidy state.
10. Please if you are moving furniture - return it to its original position after use.
11. Please do not mark or tape anywhere in the studios - in particular the floors or mirrors.
12. As studio hirer, you are responsible for the behaviour of any person that is on premise for the purpose of participating/watching in your class during the duration of the booking and until that person vacates the building. If your guests are not attending other classes, they need to leave with you.
13. As studio hirer you are responsible for any costs to repair/replace any property fixtures/fittings damaged during your studio hire period by your guests or as a result of your booking. If you notice something is broken at the start of your hire, please inform reception immediately so that you are not held responsible for the damage. If reception is closed contact Teresa on 02040806027 and leave a detailed message.



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### **Start and Finish times:**

14. Your booking begins as soon as you enter the studio or at the booked time - whichever time is sooner.
15. A studio hire is deemed finished when all participants have exited the studio so please do not socialise in the studio - do this outside the room or downstairs at McDonalds. Extra studio time will be charged in 15 minute intervals, so be sure to exit the studio immediately to avoid these charges.
16. Please be conscious of the time that you have booked as you need to be ready to leave at the end of your booking time, not finishing up.
17. If you are running late to your booking, your hire will still finish at the specified finish time. For example: if your booking is from 8-9pm but you only arrive at 8.15pm, your booking still finishes at 9pm not 9.15pm. It is your responsibility to be on time.
18. Studio entrances will be monitored by CCTV which will assist us in monitoring studio usage.
19. For non key holder bookings that are out of hours - entrance will be available to the studios 10 minutes prior to the start of your booking. If you have not arrived by 10 minutes past your booking, then you will forfeit your booking and will be held liable for any outstanding studio fees.

### **Key Bond:**

20. If a key is required due to your booking being outside of reception hours, a bond of \$50 will be required and an additional agreement completed.
21. Keys are coded to the front door and exclusively to the studio hired. This means if you have hired Studio 1 - the key will only open the downstairs door and Studio 1.

### **Additional Information:**

22. As a studio user who is teaching classes, you are responsible for ensuring you are have the knowledge/skills required teach without creating injuries/harm to your students. Victory Performance Centre Ltd accept no liability for any injuries that may occur in any classes that take place at Central Studios unless they are a direct result of Victory Performance Centre's carelessness.
23. As a studio hirer, you are responsible for organising your own accounting, taxes, insurance and all other contractor related obligations as required by New Zealand law.

### **Studio Lights and Codes Security Checklist:**

#### Stairwell:

Inside the entrance way beside the blue noticeboard and outside swing360 studio on the landing on level 1

#### Waiting Area:

The lights are located inside the key pin door

#### Studio 1:

The lights are located inside the key pin door

#### Studio 2:

The lights are located within the studio

#### Men's Toilet:

Outside the doorway to the men's toilet

#### Women's Toilet:

Inside the doorway to the changing room

#### Door Code upstairs:

C1940



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Victory Performance Centre reserves the right to refuse hire to any person who does not abide by these conditions of hire.

By agreeing to hire our studios, you are agreeing to the conditions as listed above.

**FULL NAME of HIRER:**

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**DECLARATION**

I / We have read and understood the conditions of the studio hire of Victory Performance Centre Ltd as listed above and agree to assume legal responsibility

Please attach a legible copy of your NZ Drivers License or Passport