



Terms and Conditions of Hire

All studio hires must be paid in full in advance of booking. Pencilled dates must be confirmed 10 days prior to booking. For bookings of 4 days or less you may cancel up to 3 working days before commencement of booking. Cancellations within 3 working days will incur a 25% booking fee. Any cancellations within 2 business days will incur a 50% booking fee and any cancellation within 24 hours will be charged a 100% booking fee.

For bookings of 5 days or more, Cancellations within 10 working days will incur a 25% booking fee. Any cancellations within 8 business days will incur a 50% booking fee and any cancellation within 6 working days will be charged a 100% booking fee.

You will be liable for any damage to our property during the hire of our space.

No Food or Drink (other than water) is allowed in the studios without consent from management. Any spillages must be cleaned by the client and reported. Do not put liquids in the bins, near electrical equipment or on the pianos.

Please ensure that all studios are left clean and tidy for the next person and make sure you take all of your belongings with you. If this is not followed then an additional cleaning charge may be applied. Any damage to the studios must be reported immediately.

No personal items are to be left in the studio overnight without prior consent from management. Any property left on site is done so at your own risk and The Boury Academy will not be liable for any loss or damage to items or responsible for lost property.

Timings must be confirmed at the time of booking. Please note there is no access to the building before 8am and our usual operating hours are 10am – 6pm

Please note there is no car parking on site. If you need to book a space please make sure you do so at the time of booking and please bare in mind this is subject to availability. All cars on site must be roadworthy and all vehicles must be operated with the safety of all others on site as first priority.

Please ensure that all studio users are familiar with routes in and out of the studios. **Under no circumstance is anyone able to travel unaccompanied through Wyvil Primary School.** If this is not followed then booking will be immediately cancelled and a 100% cancellation fee will be applied.

We operate a Lanyard System for visitors staying more than one day. Please ensure that these are visible when entering and leaving the site and that they are returned when you leave. Any unreturned lanyards may incur an additional charge. During School Hours a member of The Boury Academy Team will escort you / your users through any communal areas.

We respectfully ask that no mobile phones are used in any areas that do not belong to The Boury Academy Studios for safeguarding reasons. This includes corridors and on the playground.

The Boury Academy works closely with Young People and we ask that you do your due diligence when assessing the suitability of studio users to be in close proximity to children.

Please note that we are not able to facilitate any hire that involves uninvited guests (for example an open audition or public audience)

The Boury Academy Studios is for professional use only.

Payment of hire and attendance onsite constitutes an agreement with all of the above terms and conditions.

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