



Mandeville Ballroom

"Dancing on the Northshore"

5150 Hwy 22, Mandeville, LA 70471

www.mandevilleballroom.com

985-966-0178

Rental Contract Rules and Regulations

Thank you for choosing to rent time and space from Mandeville Ballroom. We strive to offer you the best possible location and accommodations to host a group or private lesson, party, or dance event. Please review the online calendar for availability at the following web address: <http://www.mandevilleballroom.com/privatecalendar>

Sign-In

Every student must sign in and out on the sheet provided, no exceptions. It is the teacher's responsibility to ensure students sign in. Failure to do so may result in charges of an additional \$10 per person, not signed in.

Private Lessons

A private lesson is considered as a single event, usually an hour, to teach a couple or single student. A private lesson may be scheduled almost any time. Two or more teachers may schedule a lesson for the same hour; limit two per hour. (Please be respectful of each other's music needs.) Private lessons should be scheduled at least a day in advance. Private lessons are hourly; not prorated. Check the main Mandeville Ballroom dance calendar for availability before reserving time. Private lessons cannot be scheduled during the following events: Group Classes, Parties, and other Large Dance Events. Private lesson rental is \$15 for an hour, prorated by one-hour increments. Check or cash must be left in the studio drop box at the time of the lesson, unless other arrangements have been agreed to in writing. Upon mutual consent of Mandeville Ballroom and the instructor, if an instructor uses the studio multiple times per week, a check should be left in the drop box on Friday, with an accounting of hours in studio. Studio is not to be used as an office.

Group Lessons

A group lesson is considered an opportunity provided by an instructor for many people to learn a particular topic. Group lessons are usually reserved for a consistent time and day for a series of classes. Group classes should be scheduled the month prior to starting. Because of the potential to fill the space with people and the variable nature of the cost, the studio is reserved for group lessons solely, and no other private lesson or dance practice may be scheduled during that time without written consent of the group class instructor. Group classes take priority in floor space, mirror use, and music. Group lesson rental is \$25 for the hour OR \$2 per person, **whichever is greater**, prorated by one-hour increments. Check or cash must be left in the studio drop box at the time of the lesson, unless other arrangements have been agreed to in writing.

I have read and understand, and agree to abide by all Contract rules and regulations.

Signed _____ Date _____

Workshops

A workshop is a one-time group class, for a special purpose. It may be one hour or multiple hours in a day. Floor fees for workshops are the same as group lessons.

Parties

A party may be any group event where music, food, and fun are prevalent. Parties should be scheduled no later than the month prior to the event. Payment must be made in advance. Party fee is for five hours. (assuming a three hour party with one hour setup and one hour cleanup) More time can be negotiated on a prorated hourly basis. It is your responsibility to set up and clean up your party. This facility does not have the license or the liability insurance to support any alcohol on the premises. Please enjoy your party without the use of alcohol. Do not damage the floor. Do not damage the mirrors. Do not damage the lighting or disco ball. You will be responsible for all costs associated with repairing or replacing any damage caused by anyone in your party. Party rental (five hours) is \$150.

DJ Service

Party rental includes the use of the studio sound system. This includes one 1/8" (headphone) connection. You are responsible for your own music. (CDs, IPOD, computer, etc.) If you would like me to provide music and act as a DJ, my time will cost \$50 per hour, not prorated for any time under an hour. Setup and teardown time is not included as paid time.

Key Codes

Once a time is scheduled, I will make myself available to unlock the building. If you leave before I can return, please review and follow lockup procedures below. Please do not ask for a key code. If you have a key code, do not give it out to anyone under any circumstance. This will result in immediate code revocation.

Cancellation

Students- Designated funds are non-refundable. Designated funds may be transferred in most cases. Exceptions include: Workshops with guest instructors; missing or dropping out of group classes; cancelling a private lesson without giving 24 hour prior notice.

Instructors- Group classes which are reserved and on-going must pay the group class fee (because the room is being held especially and only for this event) unless 3 days prior notice of cancellation is given. No prior notice is necessary for cancellation of private lessons. Please make every effort to schedule private lessons in succession, so that the studio is only being used for teaching purposes.

Lost & Found (and items left overnight)

Lost and found is located in the locked office. Please leave a message under the door, describing the lost item and a phone number. Please do not leave items overnight. Items left for over a week, will be discarded.

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Signed _____ Date _____

Clean-up

Please make every effort to leave the studio in pristine condition. Chairs should be stacked next to the water dispenser, with the exception of five chairs: three in the lobby area, and two next to the music console. The trash can is changed weekly; please do not leave the following items in trash can: sharps, medically hazardous items, any noxious chemicals, rotten eggs, or diapers. Please make sure all spills are cleaned promptly. Shoes left overnight should be under the back table (out of sight) or in the shoe stand. All cups should be thrown away when you leave for the day. Last one to leave should turn all the applicable breakers off and make sure the toilet is not running. Blinds must be turned up and front door curtains closed completely. When the door is shut and the deadbolt unlocked, press the "Schlage" button and turn the apparatus to engage the lock.

Late Payments

In any event that a studio session is un-paid by the following day, a late charge of \$25 will be assessed and must be paid, along with the unpaid balance before any further usage may be scheduled.

Note: These policies are subject to change without prior notification and are automatically agreed upon and fully enforceable in the studio usage contract.

I have read and understand, and agree to abide by all Contract rules and regulations.

Signed _____ Date _____