

MDI

STUDIO HIRE



SETTING UP YOUR HIRE

Checklist:

- Complete, sign and return hire agreement
- Provide evidence of Public Liability Insurance
- Provide evidence of current DBS check (if teaching under 18s or vulnerable adults)

If you are hiring the studio out of usual office hours (before 9am / after 5pm / over the weekend), MDI will arrange a set of keys for you to collect.

Studio hire for your booking must be paid in advance. If you are running a class from the studio, we ask for booking / payment to be completed for one term (14 weeks).

Please send your completed agreement to: Paul Doyle at finance@mdi.org.uk

MARKETING SUPPORT

Hiring our studio means your classes will be promoted via our networks. If your class or event is open to the public, please send the following for our listings:

- Time / Date / Price
- Class / Event summary
- What to wear
- Experience level (for example, Beginner / Advanced / Open Level)
- 1 x landscape image for our website

We can also display 1 x A4 poster (portrait) in our hallway.

If you'd like additional promotion on social media, please share images and videos with MDI, and tag us on your own Twitter and Instagram channels [@MDIStudio24](https://www.instagram.com/MDIStudio24)

All marketing materials should be sent to Sinéad Nunes at sinead@mdi.org.uk

USING THE STUDIO

General rules

- Do not bring food, drinks or chewing gum into the studio
- Water bottles should be stored at the side
- Ensure there is an adult in the studio to supervise anyone under the age of 16 at all times
- Please respect the space. Any damage (to studio equipment, floors, walls, mirrors) must be reported, and you may be asked to pay for repairs
- Belongings should be kept in the storage provided

Health and Safety

- There is a First Aid box located in the kitchen
- In the event of a fire, the assembly point is across the street, outside The Casa bar. Please use the front door to exit the building, unless obstructed
- Further fire safety instructions and equipment can be found throughout the building
- For personal safety reasons, try to avoid working alone in the studio if you can. The office is staffed Monday - Friday 9am - 5pm.
- The Emergency Contact for MDI is Martina Murphy: 07877 751458

Building rules

- Please close all windows and turn off the lights at the end of your session
- If you have turned the radiators off for your class, please ensure they are turned back on overnight (during winter only)
- If you are the last studio user of the day, you are responsible for locking up. Ensure the back door is bolted, all lights are off and front door is locked
- To set the fire alarm, enter the code **357716** and press **A**
- If the alarm sounds when you enter the building (early morning / weekend hires), simply type the code **357716** and press **ENTER** to switch it off

Coming soon... Add to your booking!

- Online booking - track your class attendance, and make payment easier
- Bespoke marketing support from MDI