

## Parties – Information / Terms and Conditions

**This document contains Terms and Conditions for RMB Dance parties, as well as other information and things to consider. Please read it carefully before booking an RMB Dance party. In Terms and Conditions, 'you' refers to the person booking the party, and 'we' refers to RMB Dance. If you have any questions, please email Rachel at [rmb.dance.ed@gmail.com](mailto:rmb.dance.ed@gmail.com).**

### Terms and Conditions

#### Booking

- \* After the initial enquiry from you, should you wish to go ahead a party date and time will be agreed and booked into our diary. This must be at least 7 days prior to the desired party.
- \* A £20 non-refundable deposit will then be required within 7 days, to secure your booking. If no deposit is paid, the date will be made available for another customer.
- \* 7 days before the party, RMB Dance will confirm via email: birthday child's name and birthday age, venue, song choices and any other relevant information. It is your responsibility to check the information is correct and confirm via email.

#### Payment and terms

- \* A £20 non-refundable deposit is required as specified in the previous section.
- \* The £20 deposit secures your booking for a party at the agreed date and time. If you want to change the party date or time after paying the deposit, this can only be done according to RMB Dance's availability.
- \* If you cancel the party we will retain the deposit.
- \* The outstanding amount (£65) must be paid on or before the party day.
- \* Whilst bank transfer is the preferred payment method, cash is acceptable on the party day but must be paid before the party start time.
- \* In the unlikely event we cannot attend the party (e.g due to dance teacher illness) you will receive a full refund.

## **Parties – Information / Terms and Conditions**

### Rights and responsibilities

- \* It is your responsibility to book a suitable venue for your party (see 'Venues' section for more information)
- \* It is your responsibility to obtain necessary information relating to care of the children, in particular allergies/ medical conditions/ additional needs, and pass on to the dance teacher where appropriate.
- \* It is your responsibility to provide invitations, food, birthday cake, party bags, decorations etc.
- \* It is your responsibility to ensure any food provided is appropriate for the children attending the party, particularly those with allergies.
- \* The dance teacher is responsible for arriving at the specified venue at the agreed date and time.
- \* The dance teacher is responsible for undertaking a risk assessment to minimise risk of accident/ injury during delivery of party games/ dancing.
- \* The maximum number of children at our parties is 15. This includes the birthday child, siblings and guests. It is your responsibility to ensure there are no more than 15 children in attendance at the party. The dance teacher has the right to refuse participation if there are more than 15 children.

### Other Information

RMB Dance parties are designed to enable children to experience a variety of dance activities and games, and of course have lots of fun! Parties share the same ethos as our classes, which is to provide a warm, inclusive environment where children can enjoy dancing together.

### Venues

- \* It is your responsibility to book a suitable party venue. The venue should be appropriate for dancing, with plenty of space for the number of guests.
- \* RMB Dance parties may include games and movement involving running or moving on the floor. Therefore, when choosing a venue please pay particular attention to floor surface. A carpet poses the risk of carpet burns, and a very shiny floor poses higher risk of slipping, so we recommend avoiding these where possible.
- \* If the venue is a house, it is your responsibility to ensure there is sufficient space for dancing and that furniture, valuables and other homeware has been removed from the party area. RMB Dance cannot be held responsible for damage to furniture, valuables or other personal property.

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### On the party day

- \* The dance teacher will arrive 15 minutes prior to the party start time to set up dance/ music equipment.
- \* RMB Dance parties operate as 'drop off' parties. Parents/ guardians of the guests drop off their child/ children then return to collect them at the end of the party. This is to ensure children are fully able to participate and experience the most from our parties with minimal distraction.
- \* The parents/ guardians of the birthday child should stay in the room to observe and assist in provision of care of children where required.
- \* At the party, children will learn a short dance routine. Parents/ guardians are invited to arrive 10 minutes prior to the party finish time, so that children can perform the routine!
- \* The following section details our party schedule. The food break will (and must) happen approximately half-way through the party, and the teacher will be on hand during this to assist.

### Party schedule

The exact games and dance moves will be decided by the dance teacher to match the age/ ability of the children. A rough schedule would be:

- Welcome and introductory game
- Warm up
- Dance games x2
- Dance moves and routine
- Food break
- Game
- Practise dance routine
- Parents/ guardians arrive 10 minutes prior to end – perform routine.
- Presentation ceremony. End of party.

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