



Dance with Red & Ginger Booking Form

Please ensure you have read our brochure (available on our website) and that you have read through the relevant sections and signed the below terms and conditions of booking.

So that we can provide you with the best possible vintage dance experience, please check and complete the below booking form **where appropriate**. Return the completed forms either by email (signed and scanned, not digitally signed please) to bookings@dancewithredandginger.com or by post to **Dance with Red and Ginger, 15 Mill Crescent, Barton under Needwood, Burton on Trent, Staffordshire, DE13 8HJ.**

Please PRINT your details.

Booking leader's name: _____

Address: _____

Post Code: _____

Telephone Number: _____

Email Address: _____

Date of event: _____ Time of event: _____ until _____

Venue address: _____

Total in **workshop party** including booking leader (If applicable): _____

Price agreed: _____

Deposit: A50% deposit is required with the return of this form in order to secure your booking and will be subtracted from your remaining balance. Without the deposit, your booking may be released. The remainder of the full balance MUST be paid in full before or on the day of the event unless otherwise agreed with Red & Ginger.

Payment can be made by PayPal (Friends & Family or you may add the cost of Goods & Services yourself) via the payment email address of payments@dancewithredandginger.com or via bank transfer to:

Account Number: 10033353 Sort Code: 16-33-26 Bank: RBS

Deposit payable: _____ Remainder due: _____ Grand total of event: _____

Package you wish to book:

(Please tick)

Workshops:

Lindy hop

Rock 'n' Roll

Charleston

Hot Club:

With live band

DJ Music from R&G

PA system required – Yes No

Children's Events:

Swing Kids

School holiday classes

Birthday Parties

Private Tuition:

1 person 3 People

2 people 4 People

Weddings:

Hen Party

Stag Party

Wedding Reception Workshop

First Dance Tuition

By signing below you confirm you have read and agree to the terms and conditions enclosed.

Signature of booking leader: _____

Date: _____





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Dance with Red & Ginger Booking Terms, Conditions & Guidelines:

"Dance with Red & Ginger shall be henceforth referred to as 'Red & Ginger' and 'we and 'us''. 'You' and 'the client' refers to the person named on the booking form and 'guest' and 'participant' refers to any member of the party participating in the booking. 'Partners' refers to any band or other act booked in conjunction with and to work alongside Red & Ginger as part of the event."

When booking Red & Ginger you accept the terms and conditions as outlined below on behalf of your entire party. It is your responsibility to ensure that all members of your party are aware of and accept the whole of these terms and conditions and the obligations contained within them. Our acceptance of your payment forms a contract between us and these conditions apply. We reserve the right to refuse any booking at our sole discretion.

Booking Confirmation

We will send you your booking confirmation & joining instructions within 10 working days of receiving your signed booking form. This will include (where relevant and appropriate) directions, workshop times and any other information we feel relevant and helpful.

Price

We guarantee that the price of your booking will be agreed and shown on your booking form. We reserve the right to increase prices only where there is an increase in VAT or any other tax or expense applicable to your booking. Travel charges are included unless you are out of our catchment area of 20 miles. Any applicable travel surcharge will be advised within the quote. Travel is charged at 50 pence per mile.

Deposits

In order to secure your booking, we will require an initial deposit of 50% of the final amount, payable at the time of your returning the signed booking form to us. Without this deposit, we reserve the right to accept another booking at any time.

Payment

Full payment of the remaining balance **must be made either before the event or on the day of the booking itself** unless otherwise agreed in advance with Red & Ginger in which case an invoice will be sent after the event. Invoices must be paid within 30 calendar days. Payment can be made by cash, bank transfer or PayPal.

If you cancel your booking

Should you, or any member of your party, be forced to cancel your booking, you must do so in writing and this letter must be signed by the person who signed the booking form. A cancellation will take effect from the date that written notice is received by us. All such cancellations will be subject to a charge of a percentage of the total package price, taking into account the deposit paid, and the following scale indicates the charges:

- **More than 30 days from performance date:** No fee payable other than £10 initial booking charge and the remainder of your deposit will be returned to you
- **15-29 days from performance date:** 50% of the full fee payable (full deposit retained by us)
- **8-14 days from performance date:** 75% of the full fee payable
- **Up to 7 days before the performance date:** 100% of the full fee payable
- **Deposits are payable by bank transfer/PayPal.**

Changes to your booking

After we have issued your booking confirmation we will do our best to accommodate any changes you may want to make, but we cannot guarantee to do so. The person who made the booking must notify us of any changes required in writing. We may be able to offer a name change on your booking, provided you give us reasonable notice and it is at least 14 days prior to the event start date. This person must be able to satisfy all of the terms & conditions of the booking.

In order to enable us to try to meet your request, we would ask that where possible you request such changes at least 4 weeks before the date of your booking. You will remain responsible for ensuring that the booking is paid for by the balance due date. Any part of a booking not transferred and/or subsequently cancelled will be subject to cancellation charges detailed above. Bookings/places are strictly not for re-sale and the listing of, or advertising of your booking in order to re-sell your places is strictly forbidden and may result in the immediate cancellation of your booking with cancellation charges as outlined above.

Workshops and Performances

For the enjoyment of all the workshop participants, only the agreed number of guests who have paid for a private session are allowed to participate in each workshop unless agreement is obtained from Red & Ginger. If a member of your party cannot attend for any reason, we reserve the right to charge the full price of the agreed booking regardless. Equally, any additions to the party must be through consultation with Red & Ginger and may incur a further charge. Whilst we will always endeavor to accommodate changes to party numbers, we reserve the right to refuse any additional members or changes to the booking. If you have booked a public workshop, for example as part of an event, we reserve the right to revise our charges should the venue, facilities or number of participants be significantly different than that which was suggested at the time of booking. This applies to performance bookings also, particularly where a change in numbers or venue would impact on the performance itself or is significantly different to that suggested to us at the time of booking and we reserve the right to revise our charges as such. This will be at our discretion.





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Arrival and Departure

If you are attending a private workshop, please ensure you and your party arrive no later than 15 minutes before the agreed start time and leave no later than 15 minutes after the end, unless you have booked a venue separately under your own agreement. Refunds will not be given if a participant arrives late or leaves the booking before the agreed finish time.

Dress Code

The dress code for our teaching sessions is casual, comfy clothing with suitable flat footwear. If you or any member of your party wishes to wear something different please check with Red & Ginger that it will be suitable. Our Hot Clubs are normally aimed at those who enjoy the vintage aesthetic and therefore smart clothing is encouraged in order to make the most of the vintage atmosphere, although not mandatory. We just want you to have fun!

Footwear

If you will be dancing, you should wear suitable footwear with a non-slip sole whilst on the dance floor at all times. Strictly no steel toe caps, overly high heels, sandals, bare-foot, wedges or flip-flops. If you do not have suitable footwear, Red & Ginger reserve the right to ask participants to step out of the workshop until such time that suitable footwear is worn.

Refreshments

We strongly recommend bringing refreshments with you if you book our workshop as there will be no facilities available unless expressly stated. During our Hot Clubs, we may provide a bar if previously stated or agreed. Please do not bring your own food & drinks into the Hot Club unless it is advertised as acceptable, as people doing so may be asked to leave the event.

Filming & Photography

Filming & photography of all private workshops is strictly prohibited without permission from Red & Ginger. Anyone found attempting to film or photograph the teaching without prior agreement from us may be asked to delete the recording and/or images and to leave the session.

Throughout the event we, or our partners, may take official photographs & recorded images. These images may be used in printed and digital publications produced by us or our partner bands, on our websites and in promotional videos for marketing purposes as well as social media. Through your participation in the event you consent to the taking of photograph images & recordings for the sole purpose of TV, press & future event publicity. This may include recordings & images used in regional TV, local newspapers & on official Red & Ginger websites, associated social media or in our printed publications as well as those of our partners.

Equipment

Workshops/Performances: In order to provide the best experience possible, Red & Ginger will require a supply of 240V UK mains regulated electricity in order to provide the music for the workshop or the use of a Public Address/sound system of appropriate capability. It will remain the responsibility of the person named on the booking form to ensure that this is available and safe to use.
Hot Clubs: If you hire us for the purposes of holding one of our Hot Clubs you agree to ensure the supply of electricity as above. We will discuss other audio equipment such as PA systems and lighting with you as appropriate and reach agreement as to their provision. A separate addendum may then be included into this agreement when signed by both parties.

Personal Property

Red & Ginger accept no responsibility whatsoever for personal belongings. Parking at our venues is at the owner's risk and we accept no liability for loss or damage to vehicles that are parked at our events, classes, workshops or Hot Clubs or indeed any booking we may undertake. Please do not leave personal belongings unattended during the course of the booking. We accept no liability nor responsibility for personal belongings or any loss or damage incurred during a booking. Pets are not allowed at bookings, except for assistance dogs.

Health & Safety

Your health and safety and that of all our participants is of paramount importance to us. In case of emergency please observe the directions of all staff at all times. Please do take the time to familiarise yourselves with the venue's Fire Evacuation Procedures.

Please note and observe the following requirements:

- **Please observe and follow all instructions issued by Red & Ginger.**
- **Participants must be dressed appropriately: no high heels, restrictive clothing or sharp/pointed items should be worn and Red & Ginger reserve the right to ask for inappropriate clothing to be removed if practical, or to refuse to allow participation if they feel the safety of others may be compromised.**
- **A control of arm & leg movements whilst on the dance floor is vital so as not to be a danger to fellow persons.**
- **No drinking whilst on the dance-floor.**
- **Spilt drinks should be mopped up immediately.**
- **Dancers should not eat or chew whilst dancing.**
- **No excessive consumption of alcohol, especially where doing so may cause a lack of control and being a danger to oneself & fellow guests.**
- **Please bring a supply of fresh water: it is your responsibility to take regular breaks to avoid over exertion and to stay hydrated.**

If you do have any concerns whatsoever, or see something you are unhappy with, please bring it to our immediate attention and we will do everything we can to resolve your issue.





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Medical Conditions

If any member of your party has or has just had an infection or contagious medical condition or any condition which may impair participation or pose a risk to anyone, we reserve the right to refuse to accept your booking, to cancel your booking or to ask any member of your party to leave the event immediately, should we, at our reasonable discretion, consider it necessary to protect the health of other guests, staff or the general public. You should inform us immediately should any such condition develop in any member of your party within 4 weeks of your booking date or during your event. Cancellation charges outlined above would apply in these circumstances.

Smoking

Red & Ginger have a strict 'No Smoking' rule at all of their bookings. Should you wish to smoke, please leave the premises and follow the policies and procedures of the venue itself.

Insurance

Red & Ginger recommend you take out your own insurance policies for both physical and circumstantial mishaps for your own peace of mind. Red & Ginger have Public Liability Insurance up to £1, 000,000.

Rights to Leave:

For the convenience of all our clients, Red & Ginger reserve the unconditional right to refuse a booking or to terminate the booking without compensation where unreasonable behaviour of persons named on the confirmation paperwork or their guests might impair the enjoyment, comfort or health and safety of other guests and our staff or partners. Definition of unreasonable behaviour is solely at the discretion of Red & Ginger. Only the people named on your booking may participate in the event as described; otherwise you & they may be asked to leave, or the booking terminated with no refund payable.

This includes any guest who fails to advise us of a medical condition or of a disability which prevents their full participation in the programme. If we are not informed in this way, we cannot be held responsible for any inconvenience or costs incurred by you and this may include our refusal to complete your booking. Cancellation charges of 100% would apply in these circumstances. Furthermore, we cannot be held responsible for any injury, ill-health or other impediment resulting from you or any guests failing to provide us with details of any medical condition or disability which may affect participation in the booking. We recommend that full and relevant insurance cover be obtained by any participants in the booking prior to the event taking place.

Changes to advertised descriptions

We provide our workshop and performance descriptions in good faith and every care is taken to ensure the information given on our website and in our publicity is correct. Between publication and your booking, changes can and do sometimes occur. We feel it is right to point out that advertised facilities might be subject to change. We reserve the right to make changes and where they occur; they will be advised to you before the booking contract is concluded. If, due to circumstances out of our control, any of the advertised performers are unable to appear, Red & Ginger reserves the right to make a substitution. Should Red & Ginger be unable to attend or fulfil the booking due to ill health, transportation or other such circumstances beyond their control, or such events occur that would adversely impact upon the booking, we reserve the right to cancel at the earliest opportunity and a full refund will be provided to the hirer at the discretion of Red & Ginger.

Complaints Procedure

If you have a suggestion or in the rare event of complaint whilst the booking is in progress, please speak to Red & Ginger immediately and in person. In most cases we will be able to help you on the spot so that you can enjoy the rest of the event. Where this is not the case, please make sure you record the details with Red & Ginger and write to us no later than 21 days after the end of the booking. Please note we cannot act on any complaint that has not been brought to the attention of Red & Ginger at the time of the incident and then duly notifying us in writing within 21 days of the end of the booking. All complaints received will be thoroughly investigated. No complaint will be considered unless you follow this procedure.

Force Majeure

We cannot accept liability where the performance or prompt performance of our contractual obligations is prevented or affected by circumstances amounting to force majeure. Force majeure means any event, which we or the supplier of the services in question could not foresee or avoid. Such events may include but are not limited to war or threat of war, riots, civil strife, terrorist activity, industrial action, mechanical fault, natural or nuclear activity, adverse weather conditions, fire and all similar events outside of our control.

Data Protection Policy Statement

Red & Ginger will use the personal information that you provide to us to process your booking and provide you with your workshop, event or Hot Club. We may need to pass your information to third party service providers relevant to meet our obligations to you; for example, the venue or a partner act. By signing the booking form and undertaking any payment, you are expressly consenting to the use of your personal information in this way. We will protect and store your information safely in accordance with the relevant and applicable GDPR legislation and you have the right to access any information we hold about you at any time. You can request a copy of this by writing to us at: **Dance with Red & Ginger, 15 Mill Crescent, Barton under Needwood, Burton on Trent, Staffordshire, DE13 8HJ.**

English Law

It is agreed by all parties that this contract is subject to English law and the exclusive jurisdiction of the English courts. By signing the booking form, I confirm I have read, understand and accept the booking terms, conditions & guidelines as outlined above on behalf of the entire party.

