

# Hidden City Ballroom

The Point is Dance!

7/31/22

## INFORMATION PACKET

### MISSION STATEMENT

Hidden City Ballroom's mission purpose is to provide space for dancers and performing artists to practice their art and to share it with the community. It is our aim to foster a culture of kindness, creativity, and mutual support and to provide a welcoming space for beginners to discover and experience the joy of dance. It is also important for us as a business in a small town to seek out ways to collaborate and support our neighbors, other arts organizations and neighboring businesses.

### BALLROOM & STUDIO USE

#### 1. APPLICATION INTERVIEW & ORIENTATION

To begin to rent space or floor time for your class, practice, rehearsal, you will need to schedule an interview with Suzie at [HiddenCityBallroom@gmail.com](mailto:HiddenCityBallroom@gmail.com) or (510) 235-2949 to check if your desired use is compatible with the space. If it is found to be compatible, Suzie will schedule an orientation to go over the ballroom policies listed below and make sure that you are able to abide by all requirements of this space.

#### 2. SOUND

This is a shared community space, so please be aware that there are other dance teachers teaching in the adjacent studios and other tenants in the building, so please play your music at normal levels, i.e. 80 mhz or below. There is a sound meter at the main ballroom table. If you need either complete quiet for your use or if your use involves producing louder than normal music, please speak with Suzie about to see if it is possible and the best times to schedule this use.

### **3. FLOOR**

Please make sure your group wears appropriate footwear (barefoot OK) to protect the floor from scratches and black skid-marks. If your group wears street shoes, please ask them to brush off any dirt or rocks from the outside before dancing. No shoes that may mark the soft wood floor (i.e. tap, flamenco, folk dancing, etc.) are permitted on the soft wood. If you would like to schedule the space for this use, ask Suzie about borrowing her roll down marley to protect the floor.

### **4. SCHEDULING**

Please text (510) 235-2949 to put your reservation time on our calendar. Check the online google "Full Calander" for studio availability.

- Small font = dancers sharing the main ballroom space. (ex: ToddSuzie-1:00). Multiple couples and teachers may reserve floor space at the same time.
- ALL CAPS = group class in the big ballroom. (ex: SAMBA-8:00). Main ballroom is not available. Smaller rooms still available to reserve for private lessons.
- A:= Front small room reserved
- B:= Front piano room reserved

Studio scheduling revisions are done several times a day M-F 9:00-5:00. Be aware that reservations received after 5:00 on Friday may not appear on the calendar until the following Monday.

In the shared ballroom, teachers teaching private lessons have priority over music. Please be mindful to check in with other teachers on the floor, so that all teachers have approximately equal time to play music for their students. If there no teachers are on the main floor, students are welcome to use the music system.

Each of the private small rooms have their own music systems.

### **5. BALLROOM ACCESS**

A key to the studio is in a lock box to the right of the mailbox. While in use, you can leave the Please remember to return the key when you leave for the next group using the space.

### **6. MUSIC, FANS, HEATING**

Feel free to make use of our sound system, fans, and heaters. When you leave, please turn off the power on all items used.

## **7. FOOD AND DRINK**

If you or students would like a snack, please eat in the kitchen area at the front of the studio by the tables and chairs and make sure to throw all trash in the trash bins. Please keep food and drink (except bottled water) out of the dance floor area.

No alcohol or persons under the influence of alcohol or illegal drugs are permitted in this space.

## **8. FIRE PREVENTION**

No incense or any burning of any items are allowed in the space. One fire is at the back door, one in the kitchen, one is near the front entry, and one is near the stairway to the choir loft.

## **9. LIABILITY FORMS**

Please sign a liability form (see attached) and have each student sign a check in liability form as he or she enters the ballroom. You will find them on a clip-board at the table near the front door.

## **10. PARKING**

Hidden City Ballroom is a converted church adjacent to a park in a residential small town neighborhood. You and your students are welcome to park on the street in front of the ballroom and alongside the neighboring park. If you have a large group, i.e. over 10 cars, please direct your students to park down the hill one block in town in the commercial area.

## **12. KEEPING OUR BALLROOM CLEAN**

Hidden City Ballroom is a community space used by many kinds of dance and movement forms. Please take a moment to put everything back in its place and to check and wipe the mirrors and run the dust mop over the floor if necessary following your use, so that the space can be as clean and beautiful as possible for the next group.

## 11. PAYMENT

For weekly or monthly classes, rent is due on the 1st of the month. For individual appointments, rent is due at the time the reservation is made.

You may pay by Venmo at @HiddenCityBallroom, cash or check in the tin green rent box under the bench near the front door. Please note on your check the dates and times of your reservations. If you pay by cash, please add a note your name and appointment time, so that I can check off the correct person as paid.

**Venmo QR Code:**



**venmo**

Thank you for using our space! It is a pleasure having you as part of this dance and artistic community. Happy Dancing!

Sincerely,

Suzie Hardt  
Hidden City Ballroom