

## RENTAL PROCEDURE

1. Advanced reservation should be made at least 2 days before the preferred schedule.
2. A 50% down payment is required upon reservation. No down payment, no reservation. Remaining 50% balance should be settled during the scheduled use of the studio. Should there be an extension of the use of the studio from the reserved time slot; corresponding rental fee will be charged.
3. Payment can be made directly at the Acts studio or through bank deposit:

BPI Account:

**Account no.** 3911003839

**Account name:** ACTS Dance and Arts Academy Studio Corp.

Send the scanned copy of the bank receipt to [studio@actsacademy.com](mailto:studio@actsacademy.com) or simply write an email or text us (0917-7028277) with the following details:

Your Name / Company

Amount Deposited

Bank & branch where you made the deposit

Date and Time of Deposit

## RULES & REGULATIONS ON STUDIO USAGE

1. Eating and smoking are not allowed inside the studio.
2. Heavy equipment, props and pyrotechnics are not allowed inside the studio.
3. Client should clean as they go after the use of the studio.
4. ACTS Dance & Arts Academy (ADAA) management will not be held liable for any loss or damage to client's personal belongings and equipment. Likewise to any injuries and/or sickness sustained by the client during the rental period.
5. ADAA reserves the right to cancel the rental/s due to poor weather conditions or circumstances beyond the control of the management without prior notice to its clients. In this case, a re-scheduling of rental may be made the soonest time regular office hours resume.
6. In case of rental cancellation, client should inform the management at least 2 days before the date of reservation. Failure to do so forfeits the 50% down payment.
7. Clients are to take caution in using the studio facilities. Damage fees will be charged should there be any damage/s incurred by the client.