

DRAFT

THE
NEOTANGO
COLLECTIVE

PRO FORMA POLICY DOCUMENTS

This series of documents have been prepared by The Neotango Collective for members to use in their own tango schools and tango organisations if they so wish. There is no requirement to use these policies in place of any existing policies that may cover the same areas, but they are provided in order to offer a starting point to any member wishing to create new documentation for their organisation, or wishing to update their existing documentation to align more closely with The Neotango Collective position.

INSTRUCTIONS FOR USE BY MEMBERS

- You may use any or all of the attached document in the preparation of your own material.
- Copy the text into a new document, replacing the details at the top with your own details, and replacing the word **ORGANISATION** wherever it appears with the generally recognised short form name of your tango school or tango event organisation. Remove the ***bold underline*** formatting from the text.
- Delete any sections that do not apply to your organisation, or modify them appropriately.
- Ensure that everything in the document is accurate as it may be legally binding.

GUIDANCE

- Place a copy of this document on your website where it can be viewed by anyone considering attending your classes or events, or passing any data to you (including their email for newsletter subscriptions etc).
- Keep a printed copy of your version of this document with you whenever you are operating a class or holding an event for reference by any interested party.
- Ensure that anyone attending an event, signing a membership form, passing on their details, or carrying out any other applicable activity has been made aware of this document, and has confirmed that they have seen it and acknowledge its applicability.

LEGAL NOTE

This document is provided “as is” and as guidance only, with no warranty as to its suitability or applicability to any organisation. The Neotango Collective shall not be held liable for any losses consequential or inconsequential or any liability that arises through the use of this information. Any legal queries about this document or the contents thereof should be directed to the Member’s own legal advisor.

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TERMS AND CONDITIONS

Full name of tango school
Contact details (Website, Phone, etc)

Introduction

By attending any class or event run by **ORGANISATION** you agree to abide by these Terms and Conditions.

This document should be read in conjunction with our Data Privacy Policy, and our Inclusion and Diversity Policy.

General

We reserve the right to refuse admission to anyone for any reason to any class or event. If admission is refused after any fee or pre-payment has been paid then a refund limited to the value of that pre-payment shall be made. **ORGANISATION** shall not be liable for any direct or consequential costs that may have been incurred.

Anyone who refuses to comply with any reasonable requests made by the team, including but not limited to requirements specific to individual venues, requirements of safety, or requirements of acceptable behaviour, may be removed from the venue immediately. Anyone removed in this way shall not be entitled to a refund of any payment or pre-payment made, and **ORGANISATION** shall not be liable for any direct or consequential costs that may have been incurred.

Safety

Any person who participates in dance classes or events run by Tangosynthesis does so at their own risk. They shall assume all risk involved, including but not limited to all loss, stolen property, cost, claim, injury, damage, or liability sustained while participating. **ORGANISATION** will not be held liable for any misfortune that may occur however it is caused.

If you have any injury, disability, restriction of movement, or any other condition that may impact your ability to dance safely you must inform **ORGANISATION** prior to commencing any class or event.

Cancellation

In the event of the cancellation or rescheduling of a planned or advertised event, **ORGANISATION** shall make reasonable endeavours to ensure that notice of the change is given to all participants as soon as possible. **ORGANISATION** shall not be liable for any direct or consequential costs that may have been incurred.

If an event is cancelled or re-scheduled after any fee or pre-payment has been paid then a refund limited to the value of that pre-payment shall be made.

Non-Attendance

No refund shall be available for anyone who does not attend an event that otherwise goes ahead.

Photography

Photographs and video may be taken by us throughout any event. By attending the event you agree that such material may be used by us for marketing and publicity in our own publications, on our website, in social media, or in any third party publication.

Contact Information

Please contact our office if you have any queries about these Terms and Conditions.

Email: email@organisation.com
Phone: 01234 567890