



DANCE RESOURCE BASE MEMBERSHIP TERMS & CONDITIONS

2014

Adopted by the Organisation on: 3 October 2014

Signed _____

Review Date: 3 October 2017

DANCE RESOURCE BASE - TERMS AND CONDITIONS OF MEMBERSHIP

1. Introduction

Welcome to Dance Resource Base (NI) Ltd (DRB) membership. This document sets out the terms of your membership and how we will deal with any information we receive from you. From time to time it may be necessary to alter the conditions of membership and/or the membership benefits and if this happens we will let you know about it without delay.

2. Who can be a DRB member?

DRB membership is open to individuals or organisations who work in or are involved in dance including dance artists, practitioners and teachers, choreographers, health professionals, dance and arts organisations and venues, educational institutions as well as members of the public interested in dance. There are 3 classes of membership open to the public to join. They are:

- Organisation;
- Individual; and
- Student.

A student is defined as someone over the age of 16 who is a part or full-time student who does not wish to avail of the benefits of full individual membership. A student member cannot be included in our 'Dance Directory'.

Membership is personal to you or your organisation so it cannot be transferred to anyone else. You can terminate your membership at any time but we are afraid DRB will not refund any 'unused' portion of the membership fee.

3. What does my membership cost?

Your membership runs from either 1 April to 31 March. This year's membership fees are £20 for individuals, £10 for students and £40 for organisations. You can pay your fee by cheque, cash or through PayPal via the DRB website at www.danceresourcebase.org.

4. What benefits does my membership give me?

Your membership entitles you to the benefits that are set out on the DRB website, and include:

- Free one-to-one advice surgeries on career development, training opportunities or funding opportunities;
- Listing in our online Dance Directory where you can promote yourself and your work (*please note that this benefit is not included in the student membership package*);
- Free access to a resource library of dance journals, books, CDs, DVDs and videos;
- Discounted hire rates for our dance studio, board/meeting room and audio-visual and specialist dance equipment;
- Free regular email newsletters;
- Promotional support: free advertisement of shows, workshops or classes on our website, in our e-newsletter or through our social media channels;
- Hot desking facilities (use of computer with photo and film-editing software, internet access and printer);
- Access to a subsidised creative and business skills development training programme, DELVE;
- Discounted tickets for various dance performances, films, workshops and classes in association with members, venues and festivals;
- Invitations to networking and other social events for the dance sector; and
- Exclusive access to specialist and discounted Public Liability and Professional Indemnity Insurance scheme for dance teachers.

In addition, we will let you know about any other opportunities arising via email or through the DRB website. If you want further details about the benefits of DRB membership please contact the DRB office on 028 9023 1515.

If we find that we will be unable to provide membership benefits and services for a continuous period of or more than 90 days, then DRB membership can be resigned, cancelled or suspended. In the unlikely event that this should occur, your membership fees will be refunded on a pro rata basis.

5. Can I be refused membership?

Yes, we reserve the right to refuse, cancel or suspend membership immediately if we believe that the conduct of an individual or organisation is likely to bring DRB into disrepute or acts in a way that is contrary to Dance Resource Base's governing document, our Articles of Association. To request a copy of this document, please contact info@danceresourcebase.org.

In the unlikely event that this might occur, DRB will provide reasons for the refusal, cancellation or suspension of the membership. If membership fees have already been paid, these would be refunded on a pro-rata basis.

Once you complete the required membership documentation and pay the required fee for your category of membership, you will be provisionally entitled to the benefits of your category of membership until the Dance Resource Base Board can meet to approve your application. In approving your application, the Board can only refuse your application if they consider it to be in the best interests of Dance Resource Base and where the refusal would not be unlawful. If a decision to refuse your membership application is made, you will be notified in writing within 21

days. You will be able to make a written reply to this decision that the Board must consider but should the Board still refuse your application, their decision will be final.

6. What does DRB expect from its members?

As well as paying your annual membership fee, we expect our members to avoid conduct that is likely to bring DRB into disrepute or acts in a way that is contrary to our Articles of Association. In addition, it is important that you let us know of any changes to the information you gave us when you joined DRB. It is helpful if you also let us know about your dance activities, if you would like this information to be shared with other persons interested in dance.

It is the responsibility of each member to ensure that you have all necessary policies and structures in place that are relevant to your work, including for example insurance, Access NI checks, child protection and vulnerable adult policies and equal opportunity policies and comply with all relevant legislation. DRB would also ask its members co-operate with DRB in the unlikely event that it receives a complaint about you (a copy of DRB's complaints policy can be found on our website).

7. How does DRB deal with its members' information?

When you join DRB or renew your membership you give us information about you and/or your organisation. Some of this data may be included on the 'members' section of the DRB website. The information helps us to administer your membership and provide you with a more personalised service. From time to time we may use anonymised member information for marketing purposes, to tell people about our work and services and those with whom we collaborate.

DRB is committed to protecting the data we hold about members and will take reasonable measures to do this. We are also committed to complying with our obligations under the Data

Protection Act 1998. We will not share any member's personal data with third parties unless we have your explicit permission to do so and we will assume that we have your permission to share information posted on our website unless you specifically tell us not to. If you want to access your personal data that is held by DRB please contact info@danceresourcebase.org.

8. How to contact us

DRB's address is: Dance Resource Base, 35 Donegall Street, Belfast BT1 2FG; Tel: 028 9023 1515; Email: info@danceresourcebase.org; Website: www.danceresourcebase.org.

9. The Important Legal Stuff!

Dance Resource Base (NI) Ltd is a registered charity (XT1564) and a company limited by guarantee registered in Northern Ireland under company number NI062070. Dance Resource Base (NI) Ltd is also an appointed representative of Israel, Gordon & Co Ltd which is authorised and regulated by the Financial Services Authority. These terms are covered by and need to be understood in accordance with the laws of Northern Ireland. DRB and its members agree that any legal action or proceedings in respect of these terms and conditions shall be brought in the courts of Northern Ireland.

DRB accepts no liability whatsoever for the actions of its members. DRB is in place to support its members, but it is the responsibility of each member to ensure that you take care to comply with all relevant legislation and guidance during the course of your work and when using the DRB studio. If you intend to use the DRB studio, you must satisfy yourself that it is fit and suitable for what you want to use it for as DRB makes no representation or warranty in this respect.

Unless directly and solely caused by the negligent actions of DRB or its employees (including volunteers), DRB, its employees (including volunteers) and/or any person authorised by DRB will not be liable to you and/or any third party for any personal injury, harm, loss or damage which results from your being a member of DRB, your other operations and activities and/or your (or your agent's) use of the DRB premises (including the studio). You shall indemnify, and keep indemnified, DRB, its employees (including volunteers) and any person authorised by DRB from and against all liability which they would or might incur in respect of any of the matters set out in this paragraph and/or any other breach of these membership terms and conditions. In the event that DRB fails to exercise any right or remedy arising, this shall not be construed as a waiver of that right or remedy.

In the event of any conflict between these terms and conditions and any prior versions, the provisions of these terms and conditions shall prevail unless it is expressly stated otherwise.