



Teaching Classes in the Dublin Circus Centre

Teachers Guidelines 2019

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Email us at info@dublincircusproject.com to ask about spaces availability. All teachers to fill in [this form](#) at least a week prior to the course / workshop starting. Not required for private classes.

Please note that the information provided in the class books needs to be accurate at all times. It will be used for accounting and invoicing.

If you have any question, email us at info@dublincircusproject.com

CLASS BOOKS: WEEKLY / RECURRING CLASSES & ONE-OFF WORKSHOPS

Please fill in both sides of the class book after each class. Please complete the verso of the class book at the end of your course, or when you make a payment.

Verso: Class Overview

To be filled in by the teacher at the beginning of the course and after each class.

Use one page for one course. If your class is recurring, use one page until you make a payment and then start a new page.

Class / Workshop	Teacher	Space
Name of your class eg. Hula Hoop	Your Name eg. Erika Brocca	Main Space or Studio

Date(s)	Start and End Time	Total Duration
Date of Class 1	eg. 8 to 10 pm	2 hours
Date of Class 2	eg. 6 to 9 pm	3 hours
....

Total Rent Due	Payment Method	Date Paid
Sum of Total Duration * Agreed Hourly Rate agreed	Cash, Paypal or Bank Transfer	Date Payment was made

Recto: Sign-In

On the verso of the Class Book is a sign-in page. Fill in the first line with your details:

Class	Teacher	Date	Space
Name of your class eg. Hula Hoop	Your Name eg. Erika Brocca	Today's date	Main Space or Studio

Please have your students sign-in at the beginning of each class. To help you track your payments, you can also ask them to indicate how they paid for the course.

Sign-In	Cash	Paypal
Name of Student	Amount /Tick if paid by cash	Amount /Tick if paid by paypal

CLASS BOOKS: PRIVATE CLASSES

Please use the dedicated Private Class book.

Write down your name at the top of the page. Please use the same page if you are having more than one private class in the DCC.

Date	Client	Time	Space Used	Amount Owed
Date of the class	Client Name	eg. 3 to 4 pm	Main Space or Studio	Owed to DCP

Please do not put down the amount that the students are paying you, but what you are paying us. You will pay us 10 EUR per hour, not per student, so if you have more than one person in your private class, you will pay us the same amount. Note that the maximum amount of people for private is 2 people.

You are welcome to teach your private class both in the Main Space or the Studio during opening hours, as long as you respect other people training.

WORKSHOP WAIVERS

Your students are required to fill in workshop waivers prior to the first class starting. Please make sure that you are using a Workshop Waiver form and not an Annual Registration Form.

Please ensure that they sign the waiver on the back of the form, else it is void.

Leave the completed workshop waivers with the class books.

PAYMENT

Payment is due on the day of the last class. If paid by cash, a receipt will be sent to you once the payment is processed. If paid by bank transfer or paypal, an invoice will be sent out to you, or a receipt if the payment was already made. If possible, we prefer payment by bank transfer.

2019 Rates

- Main Space: €25 per hour
- Studio: €15 per hour

INSURANCE

1. DCP requires teachers to have insurance for any type of activity with aerial or acrobatic equipment in which the person can be more than 1.5 m from the floor (including Aerial, Aerial Hoop, Trapeze, Rope or Silk, Trampoline, Chinese pole, etc.)

2. We strongly recommend that teachers be insured while teaching floor-based activities and/or with juggling equipment (acrobatics, flexibility, partner acro, juggling, etc.) If the teacher is not insured, he or she will need to provide a detailed CV and a proof of teaching experience in his discipline of more than 1 year.

Insurance should cover teaching (public liability) and be in the name of the teacher.

CANCELLATION & REFUNDS POLICY

- Student refunds: A 25% retainer fee will be held in the event of booking cancellation. Refunds will not be issued from 24 hours prior to the class/workshop.
- Teacher workshop/classes cancellation: If the teacher has booked in and confirmed renting the Dublin Circus Centre for their class/workshop, then they have a set period for which they can receive a refund should they decide to cancel that booking:
 - The teacher can cancel their class up to 2 weeks prior to the start date of the class free of charge.
 - If they cancel up to 1 week prior to class commencement they will be charged 50% of the rate.
 - If they cancel within the last week of their booking they will be charged 100% of the rate.

CHECKLISTS

Private Classes

Before your first private class:

- Start a new page in the Private Classes book and write your name at the top

Before each private class

- Fill in the date, name of client, time of class, the space used and the total amount owed

Recurring Classes & Workshops

Before the beginning of the course:

- Class overview: On a new page in the Class book (verso), fill in the name of your class, your name and the space used.

Before each class:

- All students to sign-in a Responsibility Waiver before their first class. Please check that they are all fully completed, legible and signed.
- At the back of the book, fill in the header of a sign-in page. All students must sign-in in the Class book (at the back of the book) before each class.
- On your class overview page at the front of the book, please indicate the date of the class, the start and end time, and the total duration of your class. Repeat for each class.

After the course is completed:

- At the bottom of the class overview page, fill in the total rent due (Sum of class durations by the rate agreed with DCP), Method of payment (Bank transfer preferred) and Date of payment.