

RAD Approved Venue - Registration Form

Please provide details of the proposed RAD Approved Venue below:

SECTION A: Location and address of Venue

Name of Venue:

Location of the Venue:

Address of Venue:

City:

Postcode:

Country:

Telephone (please include country dialling code):

Fax (please include country dialling code):

Email:

Website:

SECTION B: Venue requirements

1 Size and dimensions

The performing space (excluding the area required for the Examiner and pianist) must be at least 100 square metres in size, although 169 square metres is recommended.

Does your performing space meet the minimum requirement?

Yes **No**

Please specify the size of the performing space:

Ceiling Height

Is the height of the ceiling a minimum of 3 metres?

Yes **No**

2 Flooring

The floor should be sprung, and ideally constructed in such a way that it is able to absorb between 55% and 70% of the force of impact of a dancer landing from jumps. (Floors that are too highly sprung may not be suitable for pointe work.) The floor should not be concrete, or constructed of wood laid directly on to concrete, as this provides no shock absorption.

Please specify the type of floor and attach dance floor specification if available.

In addition the floor should have an industry top standard covering suitable for ballet, including pointe work, produced by companies such as Harlequin®, Tarkett® or equivalent. The covering should be laid from wall to wall. Portable covering should be securely taped.

Please specify the covering laid on top of the floor:

3 Barres

Please specify type of barres:

- Barres fixed to the wall
- Portable barres
- Other - Please specify:

4 Ventilation and temperature

According to the requirements, can the studio be appropriately ventilated and heated?

Yes **No**

If **No**, what provision has been made?

5 Lighting

Does the studio have appropriate lighting?

Yes **No**

If **No**, what provision has been made?

Does the studio have blinds, curtains or shutters to cover windows?

Yes **No**

If **No**, what provision has been made?

6 Mirrors and doors

Does the studio have mirrors?

Yes **No**

If **Yes** what provision will be made to cover these?

Does the studio have doors?

Yes **No**

If **No**, what provision has been made?

7 Piano and Music playback facilities

Please specify type of piano:

- Upright piano
- Grand piano
- Electric digital piano

Does the studio have a piano stool or height adjustable chair?

Yes **No**

If **No**, what provision has been made?

Please advise if CD playback facilities are present and available for RAD use within the studio:

Yes **No**

If **No**, what provision has been made?

8 Examiner

Does the studio have a writing table and a comfortable chair (preferably height adjustable) for the Examiner?

Yes **No**

If **No** what provision has been made?

9 Changing room and facilities

Are there separate changing room facilities for male and female candidates?

Yes **No**

If **No**, what provision has been made?

Are there separate toilet facilities for male and female candidates?

Yes **No**

Are there separate toilet facilities for the Examiner and the pianist?

Yes **No**

Are there facilities to store valuables safely?

Yes **No**

If **No**, what provision has been made?

10 Warm-up area

Is there a separate warm-up area?

Yes **No**

If **No**, what provision has been made?

11 Examination Attendant Facilities

Is there an area to register candidates?

Yes **No**

If **No**, what provision has been made?

Is there an area that allows for the preparation of refreshments including facilities to make hot drinks?

Yes **No**

If **No**, what provision has been made?

12 Fire, Health and Safety Procedures

Are the evacuation procedures, fire exits and fire alarms clearly marked and displayed?

Yes **No**

13 Disabled access

Is there disabled access to the premises?

Yes **No**

Is there disabled access to the studio?

Yes **No**

Name (printed):

Signature:

Date:

Please return the fully completed, signed and dated form to:

Examinations Operations Manager,
Examinations Department, Royal Academy of Dance
36 Battersea Square, London SW11 3RA
Fax: +44 (0)20 7924 2311, Email: exams@rad.org.uk