

# THE ART ROOM

## Conditions of Hire

### Application for Hire

An Art Room hire application form must be completed and signed when the booking is made. By signing the Hirer agrees to comply with these Conditions of Hire.

Please note: by signing, you agree to the Conditions of Hire for ALL members of your group. Hence we strongly recommend you make all members aware of the Conditions of Hire.

### Booking Confirmation

Bookings will only be confirmed on receipt of payment of deposit. Full payment must be made within 30 days as per invoice.

### Right of Refusal

The Art Room management reserves the right to refuse any application or cancel any booking if it is deemed to be in conflict with The Art Room's core values.

### Keys

The Hirer must ensure the keys are placed in the box on the entrance table when leaving the premises.

### Payment of Fees

A 50% deposit is required at the time of booking and the remaining fee must be paid within 30 days, as per invoice. Payment is to be made by direct deposit to:

The Art Room – Helen Ashley

BSB: 112-879

Account: 493590968

### Cancellation of Booking

If the Hirer cancels a booking more than 7 days prior to the hire date a fee of \$25 will be deducted from the bond and the remaining bond balance returned. In the event that the Hirer cancels the booking within 7 days of the room hire, full payment will be charged and the bond returned.

### Hire Period

The Art Room is available for hire 7 days a week between 8 am and 10 pm depending on existing bookings. To check if a particular date is available please contact Helen Ashley on 0410 680 213 or email [theartroom@tpg.com.au](mailto:theartroom@tpg.com.au).

The Hirer must adhere to the start and finish times for hire as booked. Hire times must include your set up, pack up and clean up time. If the function finishes late, the Hirer is required to pay an additional per hour fee for time used in excess of the agreed hire times.

# THE ART ROOM

## **Security Bond**

Practising professional artists use spaces adjoining The Art Room. It is imperative that their individual spaces are not entered or any of their equipment touched.

A \$250 security bond is required as a guarantee that the Art Room kitchen, bathroom and equipment will be left clean and tidy and in an undamaged condition. Credit card details will be taken for this purpose. In the event that subsequent inspection shows the room/s have not been left in a clean and tidy condition then any cost of cleaning deemed necessary will be deducted from the bond deposited.

## **Damage**

The Hirer is liable for any damage caused to The Art Room's equipment, fixtures or fittings contained within the space during the period of hire and/or use, whether caused by the Hirer, his or her invitees or any other person on site at that time.

In the event that any fittings, furniture or equipment is damaged to such an extent that it affects another Hirer's use of the room or requires a booking to be cancelled, the Hirer will be liable for all costs and losses incurred by The Art Room or any of its Art Room permanent residents. This will include the cost of repairing such damage, hiring fees and any other loss of revenue.

The Hirer must replace any property which is deemed to be damaged beyond reasonable repair, or missing at the end of the time of hire.

## **Cleaning**

The Art Room will be given to the Hirer in a clean condition and the Hirer must leave the space in a clean and tidy condition. Cleaning equipment and supplies are provided by The Art Room.

Floors must be swept, vacuumed/mopped and left clean, safe and in a dry condition for the next person.

All rubbish **must** be removed and disposed of by the Hirer. The Art Room rubbish bin is located in the carpark in the bin enclosure. This must be left locked after use and the key returned to its place in the workshop space.

All chairs, tables, easels and boards are to be cleaned, stacked and returned to their agreed place.

The Hirer will be responsible for the kitchen to be left in a clean and clear state. All plates, cups, glasses must be washed and packed away.

The unisex toilet should be left as you found it.

In order to keep The Art Room in a good condition, please take care not to use any adhesives on the walls. Please do not use nails or screws to put up any teaching material to the wall. If you need to fix something to the wall please use blue tack.

# THE ART ROOM

## **Smoking**

Smoking is strictly forbidden within The Art Room or anywhere in building 7. You may smoke outside, but all cigarette butts and rubbish must be completely cleaned up.

## **Alcohol**

Alcohol is allowed for private use only providing responsible serving of alcohol.

## **Equipment**

Equipment and furniture must not be removed from The Art Room under any circumstances.

No use of the stairwell or landing area is permitted.

## **Security**

The Hirer shall ensure all equipment, lights, heating and cooling units are turned off and that windows are shut and curtains drawn back.

Once the key is placed in the box, both The Art Room door and door to Building 7 must be firmly shut.

## **Locking up check list**

Please ensure the following doors are locked and lights switched off:

1. All lights in main space.  
There are light switches above the laundry sink but also as you enter at ceiling height.
2. Bathroom light is turned off.
3. All windows are shut and curtains drawn back.
4. All fans/heaters are switched off.
5. Coffee machine and kettle is switched off.
6. Remove all rubbish and leave bin locked as you found it.
7. Place The Art Room keys in the box provided.
8. The Art Room door is firmly closed.
9. The downstairs external door is firmly closed.

## **Indemnity**

The Hirer is responsible for Public Liability Insurance.

While in The Art Room a responsible adult must supervise children at all times. Any teaching of children must be conducted by someone who has undergone a 'NSW working with children check'.

## **Good conduct**

The Hirer is responsible for ensuring that all people using this great creative space are respectful of the surrounding businesses and occupants. No insulting language or disorderly behaviour shall be permitted in any part of Precinct 75. The Art Room reserves the right to refuse admission to any person/s or to remove from The Art Room any person/s behaving in such a manner.

## **Functions/Parties**

Functions/parties will be accepted on a case by case basis depending on the event. Hirers may need to pay an additional security bond.

# THE ART ROOM

Hire fees : \* Please note these prices do not include GST which will be added on invoice.

	<b>General use</b>	<b>Charity (not-for-profit)</b>	<b>Corporate</b>
<b>Monday – Friday before 18:00</b>	\$45 per hr.	\$30 per hr.	\$65 per hr.
<b>Monday – Friday after 18:00</b>	\$65 per hr.	\$50 per hr.	\$80 per hr.
<b>Weekends 09:00 – 13:00</b>	\$110	\$110	\$110
<b>Weekends 14:00 – 18:00</b>	\$110	\$110	\$110
<b>Weekends 18:00 – 21:00</b>	\$110	\$110	\$110