



BELCONNEN ARTS CENTRE

INCORPORATED
118 Emu Bank BELCONNEN ACT 2614

Dance Studio Conditions of Hire

Definitions

“Hirer”, “Instructor”, “Tutor” refers to the person/s hiring the Belconnen Arts Centre dance space.

“Dancer”, “Student/s” refers to person/s taking a class or tutorial or similar being provided and facilitated by the Hirer.

“Manager” refers to Belconnen Arts Centre Incorporated.

“Hire” is equivalent to a “sub-licence” whereby the hirer must comply with the conditions of the Crown lease and the Licence Agreement between the ACT Government and the Manager.

Bookings

Bookings can be made via the Manager, and are available for community groups, dance groups and any other groups, associations, or individuals who have appropriate insurance.

Hire Rates and Deposits

All prices quoted are in AUD and are GST INCLUSIVE.

Cost per hour*	\$33.00 for regular bookings	\$44.00 for ad hoc bookings
Cost per day	\$220.00 for regular bookings	\$275.00 for ad hoc bookings
A non refundable deposit of 20% of the hire fee is required to secure the booking.		
*Time is only booked out in full hour blocks, one (1) hour is the minimum booking.		

One off or casual bookings will be invoiced the balance of the hire rate minus the deposit, payment will be due no later than seven days from the date of the hire.

Regular hirers will be invoiced one month in advance, and monthly thereafter.

Administration

Belconnen Arts Centre can process class bookings and payments for the hirer’s activity for a 10% administration fee on the cost of class fees.

Opening Hours / Access Hours

The dance studio may be accessed for regular users at any time between 8am and 9pm, 7 days a week. Casual users may generally hire the studio between 9am and 6pm Monday – Sunday. Any other times will incur a surcharge of 20% to cover associated costs.

Insurance

Hirers are required to obtain and show evidence of their public liability insurance in an amount reasonably requested by the Manager. The hirer’s insurance should include but is not limited to covering themselves and their students, members, volunteers, participants and anyone whom they engage for public liability, accident, and workers compensation. The insurance should be appropriate for the activity or service they are providing or facilitating.

Individuals wishing to hire the dance space who are connected with a group or association holding the appropriate insurances may book the dance space under the auspice of said group or association with their permission. The booking should be requested via the organisation on behalf of the individual.

Duty of Care

The duty of care for students, particularly children, will remain the responsibility of the hirer. Belconnen Arts Centre does not accept responsibility for children before, during or after a program or service being provided by the hirer.

Advertising and Promotions

Please refer to the general Conditions of Hire.

The hirer should endeavour wherever possible to make themselves available for any interviews etc. with the media that may be initiated via the Manager.

Cleaning

Hirers are expected to leave the dance studio and the change room in the condition and state of cleanliness that they found them in. Any equipment or furniture brought into the space must be removed; it must be left free of debris, obstacles, and rubbish. Any BAC furniture permanently situated in the room should be arranged as it was found.

It is a requirement that prior to using the dance studio, the hirer inspects it to ensure that it is free from debris, obstacles, spills and rubbish. If anything is found that should not be in the dance studio it must be reported to the Manager immediately in order to be rectified prior to any activity taking place. If something is found and not reported to the Manager prior to any activity taking place, the Manager will not be held responsible for any damage or injury caused by a failure to report anything of this nature.

Kitchen

Hirers may use the Belconnen Arts Centre kitchenette in conjunction with their hire. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*, see [.health.act.gov.au](http://health.act.gov.au) or phone 02 6205 1700. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

Storage

Storage space at Belconnen Arts Centre is limited, and storage is not included or assumed in conjunction with any dance space hire unless by prior arrangement with the Manager.

Enrolments & Payments

The Belconnen Arts Centre may be engaged to accept payment and enrolments for classes and performances on behalf of the hirer. Any such arrangement will need to be separately negotiated with Management in advance and Management will charge a fee to the hirer for this service equalling 10% of any moneys received.

Lighting & Sound equipment

If it is desired that the lighting or sound equipment in the Dance Studio be made available, this must be discussed with Management prior to the commencement of hire. The Hirer may be liable for additional costs associated with this service including technical operations staff.

Performances - staffing, ticketing, bump-in & out

In the event that the Dance Studio is used as a venue for public performances, it is the hirer's responsibility to cover any costs encountered by Belconnen Arts Centre associated with providing adequate staff. This may include roles such as Ticketing and Front of House, Duty Management, Stage Management and Technical Operation as required.