



BELCONNEN ARTS CENTRE

INCORPORATED
118 Emu Bank BELCONNEN ACT 2614

Foyer Conditions of Hire

Definitions

"Hirer", "Host" refers to the person/s hiring the Belconnen Arts Centre foyer.

"Guest/s", "Participant/s", "Attendee/s" refer to the person/s attending or participating in the event being hosted or facilitated by the Hirer.

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

"Manager" refers to Belconnen Arts Centre Incorporated.

Bookings

Bookings for the Belconnen Arts Centre foyer can be made through the Manager. Tentative bookings will be held for 7 days, but will not be secure until the deposit is paid.

Hire Rates and Deposits

All prices quoted are in AUD and are GST INCLUSIVE.

Cost per day or night (8 hours + hourly fee)	\$660.00 community rate	\$696.00 commercial rate	\$810.00 weekends
Cost per hour (minimum 3 hours)	\$99.00 community rate	\$115.50 commercial rate	\$148.50 weekends & after hours
A non refundable deposit of 20% of the hire fee is required to secure the booking.			

The balance of the hire rate minus the deposit will be invoiced for after the hire, and payment will be due no later than seven days from the last hire date.

Cancellations

Cancellations will only be accepted if more than two weeks (10 business days) notice is given prior to the date of the event. Cancellations made after this time incur the cancellation fee. The deposit will act as the cancellation fee.

Insurance

Hirers are required to obtain and show evidence of their public liability insurance in an amount reasonably required by the Manager. The hirer's insurance should include but is not limited to covering themselves and their guests, attendees, 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.

The Belconnen Arts Centre accepts no responsibility for any loss or damage to the property of the Hirer or any third party.

Advertising and Promotions

Please refer to General Conditions of Hire.

Additional cost and organisation of paid advertising or promotion is entirely the responsibility of the exhibitor. Any advertising or promotional material must include the Belconnen Arts Centre logo (available from the Manager), and must be presented to the Manager for approval.

If appropriate and desired, the Manager can promote the event internally and through the Centre's normal channels. This would have to be discussed with the Manager.

Setting Up and Packing Up

The hirers will be required to set up for their event. They will also be required to pack up afterwards, restoring the foyer to the condition in which it was first presented to them. The cost of any extra cleaning that is required after the foyer has been vacated will be at the cost of the hirer.

Protection of Artworks

The hirer is responsible for ensuring that artworks in the building are not covered, handled, or endangered in any way.

Making Good Damages

The hirer will be required to make good any damages which in the opinion of the Manager exceed normal and fair wear and tear.

Catering

Hirers must organise their own catering and refreshments for their event. Hirers will have access to the shared Belconnen Arts Centre kitchen to prepare food, note that it is a domestic style kitchenette, not a commercial kitchen. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

ACT Health

Ph 02 6205 1700

[.health.act.gov.au](http://health.act.gov.au)

Liquor Permit

The Manager will obtain a Liquor Permit to cover the service of alcohol at events. The service of alcohol will be supervised by the Manager. Only people over the age of 18 will be allowed to serve alcohol.

Hirers must organise their own alcohol to be served at an event, unless otherwise arranged with the Manager.

Storage

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

Interference with Centre Operations

It is the responsibility of the Hirer to ensure that the activities undertaken during their hire do not unduly interfere with the day-to-day operations of the centre. Any anticipated disruption to the operations of Belconnen Arts Centre must be discussed with and approved by Management prior to the hire taking place.

Use of Multimedia system

Any use of the multimedia displays or audio system must be discussed with Management at least two weeks (ten business days) prior to the commencement of the hire period.