



BELCONNEN ARTS CENTRE

INCORPORATED
118 Emu Bank BELCONNEN ACT 2614

Meeting Room and Arts Lounge Conditions of Hire

Definitions

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

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

“BAC” refers to Belconnen Arts Centre.

“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 can be made via the Manager and are available for community groups, arts 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.

Arts Lounge

Cost per hour	\$16.50 for regular bookings	\$27.50 for ad hoc / commercial bookings
Cost per day	\$99.00 for regular bookings	\$165.00 for ad hoc / commercial bookings
A non refundable deposit of 20% of the hire fee is required to secure the booking.		

Meeting Room

Cost per hour	\$27.50 for regular bookings	\$38.50 for ad hoc / commercial bookings
Cost per day	\$165.00 for regular bookings	\$38.50 for ad hoc / commercial bookings
A non refundable deposit of 20% of the hire fee is required to secure the 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 hire period.

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

Administration

The Manager can process bookings and payments for the hirer’s activity for a 10% administration fee on any participation charges for workshops and seminars.

Opening Hours / Access Hours

Generally accessible anytime 7 days a week. Public open hours are Tuesday – Sunday 10am – 6pm

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 them 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.

Duty of Care

The duty of care for participants, particularly children, will remain the responsibility of the hirer. The Manager 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.

As appropriate, the Manager will promote the activity internally. The activity will also be promoted on the Belconnen Arts Centre website, and at the Manager's discretion through normal listings via the Belconnen Arts Centre mailing list and any newsletters et cetera.

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 Meeting room in the condition and state of cleanliness that they found it in. Any equipment or furniture brought into the space must be removed; it must be left free of debris, obstacles, and rubbish. Any furniture permanently situated in the room should be arranged as it was found.

Kitchen

Hirers may use the Belconnen Arts Centre domestic style 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 hire unless by prior arrangement with the Manager.

Electrical Equipment

Any electrical equipment not belonging to Belconnen Arts Centre being used in the facility must be tested and tagged. Hirers are to advise the management in writing where such equipment is to be brought-in and used.