



BELCONNEN ARTS CENTRE

INCORPORATED
118 Emu Bank BELCONNEN ACT 2614

Creative Workshop Conditions of Hire

Definitions

“Hirer”, “Instructor”, “Tutor” refers to the person/s hiring the Belconnen Arts Centre Creative Workshop space/s. “Artist/s”, “Student/s” refers to person/s taking a class or tutorial or similar being provided and facilitated by the Hirer.

“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.

“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.

Cost per hour	\$33.00 for regular bookings	\$44.00 for ad hoc / commercial bookings
Cost per day	\$196.00 for regular bookings	\$264.00 for ad hoc / commercial bookings
Cost per week	\$594.00 for ad hoc bookings	
A non refundable deposit of 20% of the hire fee is required to secure bookings.		

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 class bookings and payments for the hirer’s activity for a 10% administration fee on participant/attendee fees which will be deducted from final payment to class provider or hirer.

Cleaning

Hirers are expected to leave the creative workshop space/s in the condition and state of cleanliness that they found them. 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. Any materials or equipment that are available for general use should be returned to their storage areas.

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 creative workshop hire unless by prior arrangement with the Manager.

Electrical and Gas fired Equipment

Any electrical equipment not belonging to Belconnen Arts Centre being used in the centre must be tested and tagged. All hirers must seek written approval from Management for the use of any electrical or gas fired equipment to be used in the workshop spaces.

Contribution to Belconnen Arts Centre

The workshop facilities of Belconnen Arts Centre are provided in order to assist in the creation of artistic works and community arts outcomes. It is anticipated that where possible and appropriate the Belconnen Arts Centre will be a preferred venue for performance or exhibition of these creative works.