



Manningham  
**Art Studios**

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# Conditions of Hire

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## 1. Definitions

In this document the following words have the meanings detailed below.

### 1.1. Council

Means Manningham City Council and includes employees, agents and Licensees

### 1.2. Manningham Art Studios (Studios)

Means Art Studios, including Walk of Art, as detailed.

### 1.3. Community Organisation

Means an incorporated “not for profit” Community Group or Organisation, whose primary aim is to provide services which are of benefit to the Community. Services provided would commonly centre on being community oriented, recreational, social and educational. The operating purpose of a Community Organisation is other than to provide goods or services at a profit, surpluses may not be distributed among its members both while it is operating and if it winds up, and the organisation does generally not pay income tax or its equivalents. They must be a “Not for Profit” group as defined by the Australian Taxation Office. A copy of the “Not for Profit” registration must be supplied upon application to be able to receive the community rates of hire.

### 1.4. Commercial

Means any individual, group of individuals or organisation that:

- Does not meet “Not for Profit” status as defined by the Australian Taxation Office.
- Operates for profit.

### 1.5. Regular User

Means any organisation that hires the studio on an ongoing basis.

To be considered a regular user one of the following criteria must be met;

- Weekly hire - minimum of 10 consecutive weeks,
- Fortnightly hire - minimum of 10 consecutive fortnights,
- Monthly hire - minimum of 10 consecutive months

### 1.6. Casual User

Means any group, individual or organisation that hires the studio once off or on an irregular basis. That is, any group or individual that does not meet the criteria of a regular community user as defined above.

### 1.7. Internal User

Means a unit or department of Manningham City Council. Charge rates for internal users will be based on that of regular community user.

### 1.8. Hire Rate

Applies to organisations or individuals who wish to hire studio(s) for short term activities.

### 1.9. Application Form

Means the Studio Hire Application Form attached to this document.

### 1.10. Studio

Means the allocated space requested by the Hirer.

### 1.11. Hirer

Means the Hirer specified in the Studio Hire Application Form and where it is consistent with the context includes the Hirer's employees, agents, invitees and persons the Hirer in the studio.

#### 1.12. Event

Means the time, date and studio specified in the Studio Hire Application Form.

#### 1.13. Hiring Fee

Means the hiring fee specified in the Schedule of Hire Rates.

#### 1.14. Bond

Means the bond as specified in the Schedule of Hire Rates.

#### 1.15 Set-up

A set up charge will apply for any hire booked for a minimum of 5 hours and the hirer is then eligible for an extra 2 hours at the discounted set up rate.

## 2. Studios and Appropriate Usage

### 2.1 Appropriate Usage

Manningham Art Studios are dedicated spaces for the provision of arts and cultural programs such as painting and drawing, writing, craft, music, dance, drama and ceramics, as well as a limited number of wellbeing programs such as yoga and pilates.


Preference for studio allocation is given to groups which:




- Provide arts and cultural programs
- Are community based or not-for-profit
- Are located within MC<sup>2</sup>
- Do not duplicate existing services offered within Manningham Art Studios, MC<sup>2</sup> or the wider Manningham community.

Applications for hire are assessed based on these criteria.

### 2.2 Studio

Studios available include:

Studio Name	Description	Equipment Available	Note
Studio 1 	Ceramics Studio  (Max. Capacity 26 students with 2 tutors)	Pottery Wheels Workbenches and Stools Kilns and Firing Service Clay Tools and Equipment	Manningham Art Studio tutors must be engaged with any bookings of Studio 1
Studio Name	Description	Equipment Available	Note

<p>Studios 2 and 3</p> 	<p>Painting and Drawing Studio  (Max. Capacity 14)</p>	<p>Easels and Boards Tables Chairs Shelf space available for regular hirers Podium Studio Lamp</p>	<p>Studios 2 and 3 are divided by an operable wall and can be combined into a larger room. Equipment is shared between both studios.</p>
<p>Studios 4 and 5</p> 	<p>Dry Arts Studio  (Max. capacity 14)</p>	<p>Tables Chairs Yoga Mats Electric Piano (Roland)</p>	<p>Studios 4 and 5 are divided by an operable wall and can be combined into a larger room</p>
<p>Studio 6</p> 	<p>Dance Studio  (Max. Capacity 60)</p>	<p>Tables Chairs Yoga Mats Audio System Full Length Mirrors 6 foot Yamaha grand piano Sprung Floor</p>	

### 3. Hire Fees

3.1. Hire Fees shall be in accordance with the Cultural Venues Schedule of Hire Rates (available on request).

3.2. All other Fees and Charges must be paid on or before scheduled booking. Charges apply from entry to the studio and until the booking concludes and the studio is cleaned and securely locked.

3.3. The minimum booking duration for any studio is 2 hours.

### 3.4 Schedule of Fees – Manningham Cultural Venues

From 1 January 2016

Fees quoted are per hour, with a minimum of 2 hours per booking.

<b>Manningham Art Studios Hire</b>		<b>CASUAL</b>	<b>REGULAR</b>
Studio One (Ceramics)	Commercial	\$107*	\$95*
	Community	\$75*	\$69*
Studio Two (Wet Arts)	Commercial	\$40	\$24
	Community	\$21	\$12
Studio Three (Wet Arts)	Commercial	\$24	\$18
	Community	\$12	\$8
Studio Four (Dry Arts)	Commercial	\$43	\$24
	Community	\$21	\$12
Studio Five (Dry Arts)	Commercial	\$24	\$18
	Community	\$12	\$8
Studio Six (Dance)	Commercial	\$58	\$46
	Community	\$30	\$24
Bond: Manningham Art Studios		\$100**	

*\* Includes specialist ceramics Tutors in the booking of this room as it is a requirement of hire;*

*\*\*A bond is required for all Art Studio bookings. This bond is refunded at the conclusion of the hire period providing the conditions of hire have been met.*

#### **Art Studios Equipment (subject to availability)**

Laptop Computer: Macbook Pro	\$30 per booking
Data Projector/smartboard:	\$100/day \$130 term booking (max. 10 sessions)
Piano: Yamaha C3 6-foot grand (Studio 6)	\$50 per booking
Electric Piano:	\$50 per booking
Vocal PA System:	\$50 + tech support costs
Lighting System:	\$50 + tech support costs
Tables/Seating:	Additional setup requirements will need to be discussed with Cultural Venues staff

#### **Art Studios Service Costs**

Set-up/Operational Staff	\$40/hour
Arts Tutor	\$60/hour, min 1.5 hrs
Technical Support	\$50/hour, min 3 hrs
Pottery Firing Service	\$8/kilo (work must be produced at Manningham Art Studios)

## 4. Conditions of Hire

### 4.1 General Conditions of Hire

4.1.1 The right to use any studio is subject to the Council receiving a completed Hire Application Form, signed by the proposed Hirer undertaking to comply with all conditions of hire. Where the Hirer is a Community Organisation the application must be signed by the President or Secretary.

4.1.2 All bookings will be confirmed in writing within approximately 10 business days of receipt of application.

4.1.3 In order to maintain the overall security of MC<sup>2</sup> and the community organisations that reside in the building, the art studios can only be hired if the start time of the studio booking is within the building's operating hours as specified below:

Monday-Thursday: 7.30am-8pm  
Friday: 7.30am-6pm  
Saturday: 9am to 5pm  
Sunday: 1pm to 4pm

4.1.4 Depending upon the nature and time of the studio hire, Council reserves the right to request that the Hirer pay for the Duty Officer to maintain building security and safety (Duty Officer rate is available on request).

4.1.5 Tentative bookings will be cancelled by Council two weeks prior to proposed event / function, unless a signed application form is received within this time.

4.1.6 This is an agreement for casual and regular hire of studios and does not deem to provide any lasting rights of possession or other tenure over the studio to the Hirer. Nothing contained within these conditions shall confer on a Hirer the right to exclusive possession or right to sub-let the studio in any manner.

4.1.7 Hiring arrangements are to be strictly in accordance with Manningham Art Studios Appropriate Usage outlined in 2.

4.1.8 Commercial/regular user organisations can arrange regular weekly hire and extended term hire to a maximum of 6 months by completing one Studio Hire Application Form. Subsequent forms are required for additional or one off hire events.

4.1.9 Setup/pack up of the studio is the responsibility of the hirer unless setup/pack up staff is arranged through Manningham Council.

4.1.10 It is expected that hirers respect the studios and ensure they leave them clean and tidy. For Studio 2 and 3, please refer to the printed guidelines in the studio regarding cleaning requirements and expectations.

4.1.11 Noise level must be kept to a level that does not impact on other venue users. Management reserves the right to have music turned down or switched off.

4.1.12 Hirers are to ensure the studios are left secure (doors closed and lights off) at the conclusion of their hire.

4.1.13 Council reserves the right to uphold the definitions detailed in Item 1 of this document.

4.1.14 The Hirer shall be entitled to use only those areas in the studio requested by the Hirer and approved by Council. Council reserves the right to let any other portion of the buildings for any other purpose or purposes at the same time, where appropriate.

4.1.15 The Hirer must only use the studio for the use specified in the Hire Application Form.

4.1.16 The Hirer must only use the studio between the hours specified in the Hire Application Form or otherwise with permission of Council. Any use beyond those times will be subject to an additional fee.

4.1.17 No period of hire shall be transferred or assigned by the Hirer to any other individual or organisation.

4.1.18 Gambling must not take place in any part of the studio. Gambling is extended to include any game of chance at which either directly or indirectly money is passed as a prize.

4.1.19 The Council may enter and remain in any part of its premises at any time.

4.1.20 The Hirer must not permit the number of the people attending the function to exceed the maximum number specified in the Hire Application Form and detailed in the table in item 2 marked "Studios and Capacities".

## **4.2 Public Liability Insurance**

4.2.1 All hirers are required to have Public Liability Insurance for any single event for the sum of \$10 Million. A separate insurance cover must be taken out for every event / function.

4.2.2 The Hirer shall either;

- Produce a current acceptable Public Liability Insurance policy for the sum of \$10 million.
- Arrange Public Liability Insurance coverage through Council for the period of the booking. Public Liability premiums are reviewed on an annual basis.

4.2.3 A Certificate of Currency of Insurance must be provided to Council at the time of submitting the application form for hiring of the studio.

4.2.4 Payment methods for the purchase of Public Liability Insurance through Council are by, credit card, cheque or cash. All cheques must be made payable to Manningham City Council and presented to the Council when paying the studio hire fees two weeks prior to function.

### **4.3 Alcohol**

No alcohol is to be consumed in any of the studios or within MC<sup>2</sup>.

### **4.4 Local Laws**

4.4.1 In accordance with Tobacco Act 1987 (and changes to the Act 1st July 2007) NO SMOKING is permitted within any enclosed premise. Enclosed means an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are

- a) Permanent or temporary
- b) Open or closed

Persons wishing to smoke must do so outside the building and away from doors and openings to the building.

#### **4.4.2 Working with Children Act 2005**

The Tenant must comply with the following obligations as stated in the Working with Children Act 2005 (Refer Page 11)

4.4.3 The Hirer shall not permit the level of noise from any entertainment to exceed the level recommended by the national Health and Medical Research Council of Australia, viz 100db per half hour per day. The Hirer must meet EPA guidelines.

4.4.4 The Hirer shall comply with all regulations under the Health Act and Building Regulations 1994, with regard to public buildings, for the prevention of overcrowding and obstruction of gangways, passages, corridors, or any part of the building. The Hirer is responsible to remove anyone not complying with these regulations.

4.4.5 The Hirer shall conform to the requirements of the Health Act (1958); Local Government Act (1989), any Local Laws or regulations made there under and shall be liable for any breach relating to such Laws and Regulations. Copies of all Acts, Laws and Regulations are available from Council if required or Council can direct you to the appropriate websites.

### **4.5 Signage**

4.5.1 No notice, sign, or advertisement of any kind shall be erected on the building or attached/affixed to the walls, doors or any other part of the building, fittings of furniture without the prior written consent from Council. Any "A Board" signs require prior approval via a permit and must be used in accordance with the conditions stipulated by Councils Health and Local Laws Business Unit.

### **4.6 Equipment not permitted**

4.6.1 No stage props (e.g. smoke/fog machines), decorations, electrical lighting, naked lights or articles of a similar nature shall be used without the consent of the relevant



Council Officer. All such articles shall be removed by the Hirer at the end of the function. Any cost incurred by Council as a result of said articles shall be recoverable and deducted from the Hirer's bond.

#### **4.7 House Keeping Rules**

4.7.1 Safety Regulations: The Hirer should note all fire exits, fire extinguishers and emergency procedures provided within the studio. The Hirer should be aware of, and must comply with, emergency procedures as displayed within the studio. Please Note: Councils after hours Emergency Telephone Number is 9840 9333.

4.7.2 All users are responsible for setting up and packing up the studio in which they hold their activities. Time should be included within the hire period for set up / pack up. This includes putting away all chairs and tables where applicable and restoring the studio to its original layout as per the Standard Studio Layout displayed in each studio.

4.7.3 The Hirer is responsible to leave the premises in a clean and tidy condition. All rubbish, refuse and waste must be placed in the green rubbish bins provided. Any excess rubbish, refuse and waste must be removed from site and disposed of by the Hirer in a responsible manner.

4.7.4 The Hirer must ensure that all electrical appliances are switched off before vacating the studios and are not used unnecessarily.

4.7.5 The Hirer must ensure that all doors are properly locked / secured when vacating the studios.

4.7.6 If a key to the studio is required, this may be collected one day prior to the Hire booking from the Cultural Services Office at Level 2, MC<sup>2</sup> (Manningham City Square), 687 Doncaster Road, Doncaster. Keys must be returned to the Cultural Services Office on the next working day following the function. A thirty dollar (\$30) key bond is charged to the hirer and will be returned with the bond on return of the key.

4.7.7 Parking Attendants may be employed by the Hirer and the cost of such shall be borne by the Hirer.

4.7.8 The Hirer accepts all fixtures, fittings, furniture and equipment on an "as is basis". It is the responsibility of the Hirer to undertake a pre-inspection to assess venue suitability. Any pre-existing damage or emergency should be directed to the Out of Hours Emergency number on 9840-9333.

4.7.9 Cleaning materials are provided at all venues for hirers to use to clean the venue at the end of their booking. This includes mops, brooms and cleaning product.

4.7.10 The Council's pianos must not be moved without prior consent. Authorized movement of pianos may only be undertaken under supervision of a Council Officer. Council will arrange retuning of pianos at the Hirers cost.

4.7.11 A \$200 call out fee will be applicable and deducted from the hirers security deposit if a Council Officer is called out to a studio outside normal working hours, (Normal working hours are Monday - Friday 8.00 am - 4.00 pm). Failure to collect venue keys prior to event booking (where applicable) will incur the \$200 call out fee.

4.7.12 Council does not insure any property or belongings of the Hirer or any other person. Hirers should (at their cost) insure any property kept at the venue against all risk.

4.7.13 Council shall not be liable for any loss or damage sustained by the Hirer or any person entrusted to or supplying any article or thing to the Hirer by reason of any such article or article being lost, damaged lost or stolen. The Hirer will indemnify the Council against any claim in respect of such article or thing.

4.7.14 It is the responsibility of the Hirer to arrive and depart the studio in accordance with the times stated on the Studio Hire Application Form. The Hirer and its associates must ensure that their use does not cause a nuisance to any other person or local resident. In particular the hirer must ensure a timely and considerate vacation of the premises after use.

#### **4.8 Property Damage**

4.8.1 The Hirer shall be responsible for the full observance of good order and condition and for the maintenance and preservation of good order in the studio, throughout the duration of the hire period.

4.8.2 All persons using the studios should behave in an orderly manner and no damage to property shall be permitted to any part of the studios.

4.8.3 The floors, walls, curtains or any part of the studio or any fittings or furniture shall not be broken, pierced or damaged in anyway, including the use of adhesive tape.

4.8.4 The Hirer shall pay for any damage including external and environmental damage, except normal wear and tear.

4.8.5 Council will carry out all repairs resulting from any damage at the full expense of the hirer. The hirer must not attempt to carry out any repairs to damage caused. In the case of property damage related to vandalism/misuse the hirer will be responsible for the cost of repair beyond the bond amount. Hirer's should note that Council's current Insurance excess is \$10,000.

#### **4.9 Security Deposit / Bond Payments**

4.9.1 A security deposit (Bond) shall be paid by the Hirer as security against damage to the building, furniture, fittings and any cleaning undertaken by the Council resulting from the Hirer's use of the premises.

4.9.2 The Hirer will be liable for any additional amount in excess of the security deposit to meet the full cost of damage / cleaning.

4.9.3 If there is no breach of the conditions of usage, the Bond will be refunded in full within two (2) weeks of the use of the studio.

4.9.4 Bond Rates are detailed in the Schedule of Hire Rates attached.

4.9.5 Manningham Council Officers will have discretion as to whether any part of the bond is returned to the Hirer should a breach occur.

#### **4.10 Payments**

4.10.1 All payments are to be made by credit, cheque or cash. Cheques are to be made payable to Manningham City Council and must be received 2 weeks prior to the event/function.

4.10.2 If the Hirer has booked numerous events over an extended period of time, they will be billed through a Monthly billing process and considered a regular Hirer.

#### **4.11 Cancellation or Changes of Bookings**

4.11.1 Should less than 14 days notice be given cancellation/change of booking fees will apply in accordance with charges set out in the Schedule of Hire Rates attached.

4.11.2 Should you change your booking in any way this must be done 14 days prior the original booking date.

#### **4.12 Determination**

4.12.1 If the Hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions of the Hire, the Council may terminate the permission to use the premises and the Hirer shall immediately vacate the premises and the entire security deposit shall be forfeited to Council.

4.12.2 It shall be at Council's discretion to refuse to grant the hire of a studio in any circumstance and notwithstanding that permission to Hire the studio may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, the Council shall have the right to cancel such permission and direct the return of the fees and deposits paid. The Hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

#### **4.13 Privacy Act**

4.13.1 In compliance with the Information Privacy Act all personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to any third party unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. Refer to Council Information Privacy Policy for further information.

#### **4.14 Code Red Days**

4.14.1 All bookings will be cancelled in any Community Venue, should a Code Red Day be announced. This is a safety precaution for our staff and studio hirers in this emergency situation.

## 5. Working with Children Declaration

5.1 An employer or volunteer organisation must ensure they comply with the following obligations as stated in the Working with Children Act 2005.

The Hirer must:

- ensure that you do not engage a person in 'child-related work' if they are required to apply for a WWC Check and have not done so by the due date
- where your employees or volunteers are not required to apply for a WWC Check because their contact with children is directly supervised, ensure that the supervisor has applied for and passed the WWC Check unless an exemption applies
- ensure that employees or volunteers who are given a Negative Notice do not undertake 'child-related work', even if directly supervised
- ensure that your employees are not undertaking 'child-related work' with a 'volunteer' Assessment Notice and WWC Check Card; employees must apply for an 'employee' Assessment Notice and WWC Check Card
- ensure you comply with obligations to keep employees' and volunteers' information confidential as required under the Working with Children Act 2005 and by any other relevant laws.

Additionally, the Hirer should:

- record your employees' and volunteers' unique Application Receipt Number (received when they lodge their application)
- confirm that your employees and volunteers have passed the WWC Check
- sight your employees' and volunteers' WWC Check card as evidence that they have passed the WWC Check
- record your employees' and volunteers' WWC Check Number, which is different from their Application Receipt Number
- If you engage a self-employed person who is required to pass the WWC Check, you should sight the person's WWC Check card
- develop internal processes in the event of an existing employee or volunteer being given an Interim Negative Notice or Negative Notice.

## GUIDELINES FOR EMERGENCY EVACUATION PROCEDURES

### USE OF BUILDING

The Hirer must:

- know where all safe exits and exit paths are located and designate a safe external assembly point
- Keep all exits and exit paths clear during use of the Art Studio and know where emergency equipment is located (e.g. fire extinguishers)
- ensure activities to be undertaken by the Hirer and the Hirer's guests are not dangerous
- Not interfere with any emergency equipment or notices
- meet the cost of replacement or repair of such emergency equipment caused by any improper use.

### EMERGENCY EQUIPMENT USAGE

Council provides and maintains emergency fire prevention equipment such as hoses and/or extinguishers for fire fighting and Fire Orders for the guidance of Hirer of Art Studios.

The Hirer must:

- call the Fire Brigade (by dialling 000) before attempting to fight any fire
- Only attempt to fight a fire with the equipment provided and if it is safe to do so

- only use the fire fighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application and advise Council if emergency equipment is used
- Not continue to fight the fire beyond the first 30 seconds. If the fire is not extinguished within that time, the Hirer must commence the evacuation procedure. A handy guide is that if the fire cannot be extinguished by use of a single extinguisher, then evacuation is necessary.

## EMERGENCY EVACUATION

The Hirer must:

- identify exact nature and location of the emergency
- remain calm and leave in an orderly manner
- remember to search all areas of the studio for stragglers (only if safe to do so)
- Report to the emergency authority (e.g. Fire Brigade) on status of all persons
- Only re-enter the studios when authorised by the emergency authority.

SAFETY of the Hirer of the studios and the Hirer's guests is the Hirer's responsibility whilst under the Hirer's care and control

- Fully comply with evacuation instructions outlined in the studios and / or provided by the Fire Brigade.

EMERGENCY CONTACT AFTER HOURS – TELEPHONE: 9840 9333

## 7. Placing a Booking

7.1 Please ensure that you have carefully read the Conditions of Hire.

7.2 Complete the attached application form, ensuring that you complete all sections.

7.3 If you are unsure about any sections of the application form or about any of the Conditions of Hire please contact Cultural Venues Officer on 9840-9382.

7.4 Return the completed application form to Manningham Art Studios PO Box 1, Doncaster Vic. 3108 and include your current Public Liability Insurance Certificate. If you do not have your own public liability insurance Manningham City Council can cover you for a small additional fee. These fees will also be charged if you fail to forward a certificate of currency.

7.5 Once the signed application form is received and the booking processed, a letter confirming the booking and invoices will be forwarded to the Hirer within approximately 5 working days.

7.6 Please note that payment for all bookings must be received prior to the date of your booking and access arranged.

7.7 Should you need to cancel your booking notice should be provided to the Cultural Venues Officer. Bookings not confirmed 14 days prior to the planned hire date will be cancelled without further notice.

# APPLICATION FORM

<b>Applicant Name:</b>		
<b>Organisation Name:</b>		
<b>ABN / Incorporation Number</b> <i>(if applicable):</i>		
<b>Business Address:</b>		
<b>Postal Address</b> <i>(if different to business address):</i>		
<b>Telephone Number:</b>	<b>Mobile Number:</b>	
<b>Email Address:</b>		
<b>Hire Category:</b>	Community Organisation	Commercial Organisation
<b>Date/s of Booking:</b>		
<b>Start Time of Booking</b> <i>(incl. hirer set up time):</i>		
<b>End time of Booking</b> <i>(incl. hirer pack up time):</i>		
<b>Duration of Booking</b> <i>(total number of hours):</i>		
<b>Purpose of Hire / Nature of Activity / General Subject Matter:</b>		
<b>Name of Activity / Event</b> <i>(if required to be displayed on touch screen in foyer):</i>		
<b>Estimated Number of Attendees</b> <i>(please note 2.2 of the conditions of hire the studio capacity) :</i>		

<b>WiFi</b> <i>(please specify if WiFi is required for this booking):</i>	Yes	No
<b>Art Studio Preference:</b>	Studio 1	Studio 4
	Studio 2	Studio 5
	Studio 3	Studio 6
<b>Certificate of Currency for Public Liability Insurance must be attached unless you are purchasing from Council – attached?</b>		
Yes	No	

### Bond Refund

<b>Preferred Payment Method for Bond Refund:</b>	Cheque	EFT
<b>Bank Details</b>		
<b>Account Name:</b>		
<b>Bank:</b>	<b>BSB:</b>	
<b>Account Number:</b>		
NOTE: Bond will only be refunded in the name of the applicant		

### Acknowledgement

I acknowledge that:	
<ul style="list-style-type: none"> <li>• I have read and understood the Conditions of Hire</li> <li>• Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the application form on the hirer's behalf</li> <li>• I am personally responsible for ensuring that the hirer complies with the Conditions of Hire and will be held accountable if any breaches of these conditions occur</li> <li>• Bond will be forfeited after two years if unclaimed</li> </ul>	
<b>Name:</b>	<b>Signature:</b>
<b>Date of Application:</b>	

Office Use Only

Date received:

Processed by:

Bond Refund Amount: