



THE DRAWING ROOM AT THE PAINTBOX, WORKSHOP AND VENUE HIRE TERMS AND CONDITIONS

The Painting Room Studio and Drawing Room Gallery Studio are located in within the premises of The PaintBox at 100 Main Street, Hahndorf. The Studios and Gallery run as an exhibition, workshop and events venue. The PaintBox welcomes the use of its facilities by individuals, bodies and organisations. Our studios are available to hire 7 days per week between the hours of 9am and 9pm. We cannot facilitate bookings outside of these times. Bookings will not be accepted without the specified Application Form and Deposit Bond being received by The PaintBox. These forms can be found at the bottom of this page. Approval of booking and confirmation will be sent to you after availability has been confirmed.

The PaintBox reserves the right to absolute discretion in the hiring of its facilities and retains the right to refuse any person or persons, body or organisation without giving reason thereof. We reserve the right to refuse entry at any time to any person who we deem unsuitable or disrespectful of the workspace. As a shared workshop and public events venue we take our utmost care to ensure the safety of you and your property. However, we take no responsibility for any possessions broken, stolen and/ or misplaced at the studio or gallery. Any personal property left unlocked at the studio, gallery or cafe is left at your own risk.

The PaintBox reserves the right for the Studio Coordinator or Manager to enter the facilities during the event at any time. The hirer is only permitted to use, and have access to the specific part of the premises and equipment on the dates and at the times specified on the Application form. It is recommended that Hirers take into consideration when making your bookings to include time for Set-up and Clean/Pack-up. This time is included in the hire time and will be charged at the appropriate hourly/daily rate. Every Hirer must have Public Liability Insurance and a copy of the Certificate of Currency must be included with the Application Form.

Obligations of the Hirer

- To be over the age of 18 years.
- To read, understand and adhere to all Terms and Conditions of the Venue Hire Agreement
- To inspect facilities and equipment prior to hiring date to ascertain that the facilities are deemed fit for their particular needs/usage and satisfy their requirements.
- To complete the relevant Facilities Hire Application documents, and pay in full 28 days in advance to secure their booking. Bookings will not be accepted without this being undertaken.
- The total hire charge must be paid in full 28 days prior to the booking date and will not be refunded if the booking is cancelled by the Hirer, with the exception of cancellations as a consequence of Covid-19 State and Commonwealth Government restrictions.
 - To read and agree to pay all Fees and Charges listed in the Facilities Hire Fee Schedule (see below) in the manner and time agreed. To pay any other costs they may incur such as damages to the building or additional security costs for emergency call outs should the alarm system be improperly set.
- To warrant that all co-workers or assistants employed by the Hirer are jointly responsible for leaving the premises in the condition they found it in. Fees will be charged for any cleaning or repairs that are incurred.

- To keep, in effect and in force, Public Liability Insurance cover as detailed in the Venue Hire Agreement.
- To have all necessary insurance, accreditations and qualifications for their activity. The Hirer's equipment and liability is their own responsibility and will not be covered by our insurance.
- To provide a current copy of the insurance policy.
- To comply with all directions, venue policies and procedures provided to the Hirer by or on behalf of The Drawing Room Gallery Coordinator.
- To comply with all Occupational Health and Safety Regulations and Child Protection Legislation.
- To comply with all Copyright, Intellectual Property and Indigenous Art Code Policies, Regulations and Legislation.
- To read and agree to all terms and conditions of Risk Assessment documentation.
- To bring their own First Aid Kit and resources.
- To provide safety briefing (fire and emergency) for the number of persons determined prior to the event/activity.
- To provide their own telephone/communication coverage.
- The hirer must ensure all consumption of alcohol by attendees is within the specified limits of the liquor licence that applies to the premises and the consumption of alcohol is restricted to within the floorplan of the licensed premises only.
- Not to bring food or alcohol on to the premises which are serviced by a licenced bar and café with catering arrangements available on request. Venue Hire for the purposes of tastings, promotions and launches are by way of a separate agreement.
- The hirer must ensure all consumption of alcohol by attendees is done within the specified limits of the liquor licence that applies to the premises.
- Smoking is as per government regulations and is not allowed in any part of the premises.
- During the period of hire not to create nuisance either by way of noise or otherwise so as to inconvenience adjoining properties.
- To keep the volume of amplified sound/music to acceptable levels in accordance with the Environmental Protection Act. All music must be turned down by 8.00pm and ceased by 9.00pm on both weekdays and weekends.
- Not to carry out any illegal activity in or about the premises or anywhere on the grounds.
- Not to remove anything owned by The PaintBox from the premises or the grounds.
- To lift (not drag) anything moved within the facilities and to return it to its original position.
- Not to use, move or in any way disturb or cause damage to any exhibits or artwork or to move plinths (which artworks may be sitting on) in the facilities without the prior written agreement of The Drawing Room Gallery Coordinator.
- To ensure any spillage of liquid or food is cleaned immediately to prevent marking of the floors and to leave all facilities, change rooms, toilets in a clean and tidy condition.
- To leave the facilities and equipment in satisfactory condition, and remove all rubbish
- To report to The Drawing Room Gallery Coordinator any loss or damage to property and to pay for its repair or replacement.
- To return all hire facilities to the condition they were in prior to arrival. An invoice will be issued to the Hirer for additional cleaning or rearranging of furniture if determined necessary on inspection by The Drawing Room Gallery Coordinator.
- To conclude evening functions by 9.00pm and the premises vacated by 10.00pm.
- To switch off all lights, air conditioners, sound and AV systems, cooking appliances and all other equipment before vacating the facility and grounds.
- To secure all windows and doors on vacating the premises.
- The premises must be armed (alarmed) upon departure if after hours. An additional call out fee will be charged if the building is not armed or incorrectly armed.

I have read and understood and agree to the General Venue Hire Terms and Conditions

Signature _____

Date _____

(By signing here you agree to all the details outlined in this document)

Please return the completed form to: The Studio Coordinator
The PaintBox
100A Main St
Hahndorf SA 5245

Ph: 08 8388 7776

E: mail@thepaintbox.com.au

FACILITIES FEE HIRE

STUDIO 1: THE PAINTING ROOM STUDIO

CLASSES AND WORKSHOPS. fees quoted are per hour with a minimum three hour booking set up/ pack up time must be included.

Casual	\$66.00	per hour inclusive of GST
Regular (six weekly classes minimum)	\$33.00	per hour inclusive of GST
Extra Hour	\$33.00	inclusive of GST
Half Day times as below		
9am to 1pm, 1pm to 5pm, 5pm to 9pm	\$130.00	inclusive of GST
Full Day (8 Hours)	\$260.00	inclusive of GST

VENUE HIRE for private art parties, corporate training, fees quoted are per hour with a minimum three hour booking set up/ pack up time must be included.

Casual	\$99.00	per hour inclusive of GST
Regular	\$33.00	per hour inclusive of GST
Extra Hour	\$33.00	inclusive of GST

STUDIO 2: THE DRAWING ROOM GALLERY

CLASSES AND WORKSHOPS, fees quoted are per hour with a minimum three hour booking set up/ pack up time must be included.

Casual	\$99.00	per hour inclusive of GST
Regular (six weekly classes minimum)	\$33.00	per hour inclusive of GST
Extra Hour	\$33.00	inclusive of GST

VENUE HIRE for private art parties, corporate training, fees quoted are per hour with a minimum three hour booking set up/ pack up time must be included.

Casual	\$120.00	per hour inclusive of GST
Regular (six weekly classes minimum)	\$66.00	per hour inclusive of GST
Extra Hour	\$66.00	inclusive of GST

