

Newstead Arts Hub

BOOKING REQUEST & HIRE AGREEMENT

Thanks for your interest in booking the Newstead Arts Hub for your exhibition or event.

Please complete this form to make a Booking Request for the Newstead Arts Hub. We will confirm your booking once we have checked our Calendar. Once we have confirmed your booking we will need:

- A signed Hire Agreement
- For exhibitions and other events, a deposit of 25% of the hire fee 8 weeks before the exhibition, with the balance and a bond paid 4 weeks in advance to confirm your booking
- For workshops run through the Hub, we will negotiate an artist fee, materials cost and ticket price with you.

Booking Request

To help us respond to your Booking Request, please provide the following information:

- Description of the event
- Spaces you want to book
- Preferred date and alternate dates
- Your details.

Description of the event

Type of event Exhibition
(please tick) Workshop
 Talk or meeting
 Other (please specify):

Brief description of your event

(in 50 words or less!)

Event title

Jointly with?

Spaces you want to book

Galleries All gallery spaces: Gallery 1, 2, 3, entrance foyer and 'Pocket'
(please tick) Gallery 1 only
 Gallery 2 only
 Gallery 3 only
 Pocket only

Please note: if you want to book just one Gallery space, we will look to combine your exhibition with others who want to use the other Gallery spaces. Gallery 1 provides access to the other Gallery spaces.

Workshop Multipurpose workshop room, including north entry area
 Includes shared use of kitchen and bathroom.

Talk or meeting Multipurpose workshop room, including north entry area
 Includes shared use of kitchen and bathroom.

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Other spaces

Includes shared use of kitchen & bathroom.

Platform
External spaces (e.g. garden, front verandah)
Office/writers retreat space
Another area

Preferred date and alternate dates

	Month	Day/Date	Start & end times
Preferred			
Alternative			

Note: Dates for exhibitions include setting up/taking down of exhibition. Set up is during the week prior to your first Saturday, and taking down is the final Sunday or following Monday.

Your details

Name

Phone

Email

Hiring fees

All hiring fees include GST.

Exhibitions	All gallery spaces: Gallery 1, 2, 3, entrance foyer and 'pocket'. Four weeks. Bump-in exhibition from first Wednesday of the month with the opening on the following weekend. Bump-out exhibition will be on the last Monday of the month .	4 weeks	\$660 (inc gst)
Multi-purpose Room	Suits workshops, meetings, talks, book club etc. Room set up can be theatre style (seats xx) or around tables (seats 9-12 U or square shape). Hanging system can be used for workshops. Local community meetings Series of regular classes or workshops per 10-week term (negotiable for longer periods)	Per day Half day 1-3 hours 1-3 hrs Half day	\$132 (inc gst) per day \$66 (inc gst) \$44 (inc gst) \$22 (inc gst) \$440 (inc gst)
Office/Writers room	Office: commercial use Office: non-commercial, local writers	Whole or part day Whole or part day	\$66 (inc gst) \$22 (inc gst)
Bond	A bond is required for all exhibitions and for some other events at the discretion of the Arts Hub.	Per event	\$100

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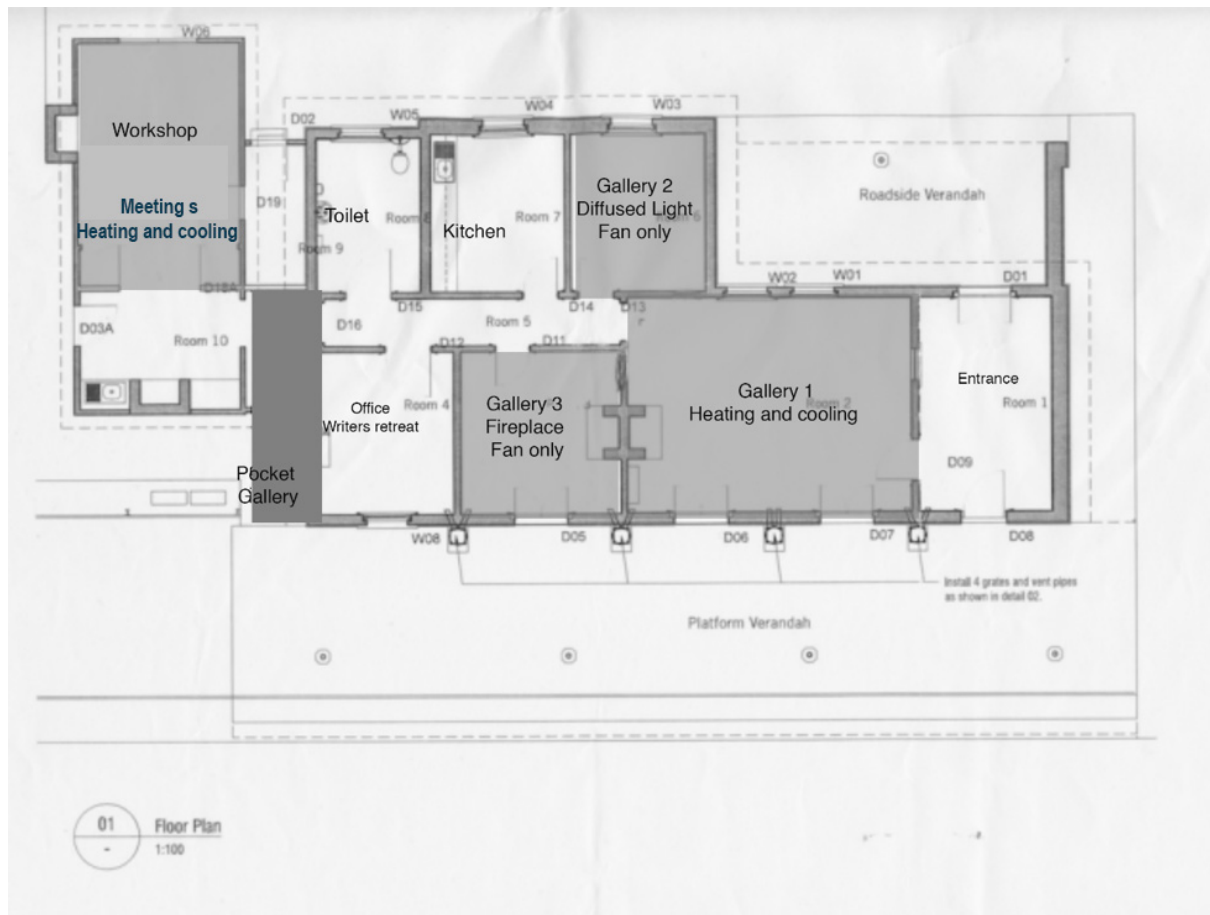
Promotion

We will promote public events at the Arts Hub through our website, Facebook and Instagram pages, our monthly eNews, the Newstead Echo and Mount Alexander's What's On listing. To do this effectively, we need a description of your event and some good quality images. Bookings for workshops, talks and classes will be through our website. We will provide more details with acceptance of your booking.

Our facilities

See building plan below for details of spaces. For exhibitions we have an excellent hanging system in all galleries and in the multipurpose workshop room. We have around 12 white-painted plinths (varying sizes), and a tall ladder. There are wall spotlights in Gallery 1.

We have a well-equipped kitchen with cutlery, crockery, glasses and dishwasher; large fridge and freezer; gas stove/electric oven. Bathroom has disabled access toilet plus external (public) toilets. We have 6 folding tables, 8+ light-weight/folding chairs and 16 cushioned chairs.



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Hire Terms and Conditions

1. A booking request is an offer which may be accepted by the Arts Hub in its absolute discretion.
2. Upon acceptance of a booking by the Arts Hub and subject always to compliance with these terms by the hirer, the Arts Hub grants the hirer a revocable, non-exclusive licence of the premises (or described part) for the use described in booking request. The hirer acknowledges that use is not exclusive and that other parts of the premises may be in use by other person(s) at any time.
3. The hirer acknowledges that the Arts Hub is operated by volunteers acting in good faith to make the premises available to the community and the hirer agrees to act in good faith in its dealings with the Arts Hub and when using the premises.
4. All amounts are expressed exclusive of GST unless otherwise indicated and the Arts Hub shall charge, in addition to any hiring fee, an amount equal to the GST that is chargeable in respect of the taxable supply by the Arts Hub to the hirer.
5. The hirer must:
 - a. report any damage to, or incident at, the premises during the hire period to the Arts Hub;
 - b. not use the premises outside of the purpose for which it is agreed, or for any purpose which is or may be contrary to law;
 - c. not forcibly open any doors or windows (external windows are not intended to be opened except in case of emergency).
6. The hirer must:
 - a. advise the Arts Hub if it proposes to supply alcohol from the premises. It is the responsibility of the hirer to obtain and hold any and all permits or licenses that may be required for the supply of alcohol and to comply with the terms of same; and
 - b. comply with all laws and food safety requirements if food is to be supplied by/for the hirer at the premises.
7. Unless otherwise agreed the hirer will be provided with a key for the premises via access to a key safe. The hirer must not access or use any key outside of the hire period and must not provide the key or any access details to any other person. The hirer is responsible for the key during the hire period and shall be liable for loss of the key or any costs incurred by the Arts Hub associated with replacing keys / locks due to breach by the hirer. The hirer must return the key at the expiration of the hire period or otherwise upon request by the Arts Hub.
8. For exhibitions, it is the responsibility of the hirer to supply all equipment needed to install their work, including any extra help required. Unless otherwise agreed, the hirer must use the hanging system in the premises (using wires from tracking installed with zippers to adjust the level of the artwork). There are hangers for sixty artworks and the hirer must advise in advance if additional hanging wires are required. The hirer is responsible for providing all glass cleaners, receipt books, stationery, ladders and any extra hanging wires.
9. Dates of hire are inclusive of installation and taking down of exhibition.
10. For workshop and other spaces, it is the responsibility of the hirer to bring all equipment needed to use the space for the intended purpose (e.g. projectors, speakers, screens etc).
11. The hirer hereby authorises the Arts Hub and/or its agents to take photographic, audio and visual recordings of the hirer's artistic works in the premises and, to the extent required, the hirer hereby grants the Arts Hub a licence to use and to sub-licence the use of such recordings by others solely for the reasonable promotion of the hirer's use of the premises, the Arts Hub and/or the premises.

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12. The hirer hereby agrees to be added to the mailing list of the Arts Hub.
13. The hirer must ensure the premises is left in a clean and tidy condition at the end of the hire period and the hirer acknowledges this includes:
 - a. removing all items brought into the premises by the hirer;
 - b. painting and patching any areas damaged as a result of installation or other use by the hirer;
 - c. clearing down and packing away all tables and chairs and returning to the areas that they were taken from;
 - d. sweeping and mopping floors, wiping down furniture and benchtops, wiping the stove and other kitchen equipment, washing and returning crockery, and emptying and disposing of refuse;
 - e. removing foodstuffs from the fridge and freezer; and
 - f. turning off facility lighting, electrical devices/appliances, securing all windows and doors and arming the alarm (where provided) before vacating the premises.
14. Use of the premises by the hirer is at the sole risk of the hirer. To the maximum extent permitted by law the Arts Hub does not accept any liability for loss or damage to any person or property howsoever arising and the hirer indemnifies the Arts Hub for all such damage or loss and for any loss or damage sustained by the Arts Hub arising from the hirer's use of the premises.
15. The hirer acknowledges that the Arts Hub does not hold insurance in respect of the property of the hirer or any person attending the premises at the invitation of the hirer and the hirer warrants to the Arts Hub that it will make its own arrangements in respect of insurance for all such property and, if requested, provide the Arts Hub with confirmation of such insurance.
16. The hirer is liable for, and must on demand pay to the Arts Hub, any costs for cleaning, repairing or replacing any part of the premises, its fixtures or fittings or equipment which is damaged or destroyed during the hire period and which is in any way attributable to the hirer, any invitee of the hirer, or use of the premises by the hirer, and the hirer agrees that the Art Hub may, without limitation of any other of its rights, deduct any such amount(s) from any bond provided by the hirer.
17. Any bond provided by the hirer shall be returned by the Arts Hub within 21 days of the end of the hire period subject always to the hirer's compliance with these terms.
18. The Arts Hub may accept cancellations and refund monies paid subject to receiving written notification from the hirer:
 - a. for gallery spaces, two months prior to the commencement of the hire period; and
 - b. for other spaces, two weeks prior to the commencement of the hire period.
19. In these terms Arts Hub means Newstead 2021 Inc ABN 45 859 452 623 operating via its authorised sub-committee and hirer means the person/entity described in the booking request and/or this hire agreement.
20. The Hub reserves the right to adjust the fees for hiring our spaces according to prevailing circumstances.

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HIRING AGREEMENT

By signing and submitting this application, I agree to the terms and conditions set out above. Please send your completed Hiring Agreement by email to info@newsteadartshub.org or PO Box 123, Newstead 3462:

Hirer Name(s) <i>If more than one Hirer, ALL names must be included. Please list the primary contact person first.</i>	
Event title	
Proposed date/s (to be confirmed by the Arts Hub)	
Exhibition bump in	
Exhibition bump out	
Hirer contact details:	
Phone	
Email	
Address	
Promotion info:	
Website	
Instagram	
Facebook	
Hirer signature(s)	
Please attach:	<ol style="list-style-type: none"> 1. A brief artist(s) biography 2. A description of the exhibition, workshop or other type of event (for promotional/press release use): 50 to 100 words 3. Minimum of 3 good quality images (.jpeg) of your work. By signing this you are giving permission for us to use these images. We will also work with you on the promotion content.
Payment	
Hiring fee	\$
Bond	\$
TOTAL	\$
<i>25% deposit to secure booking:</i>	\$
	Please make payment to: Newstead Arts Hub BSB: 633-000 Acc No: 155603707 <i>Reference: Your name event month (e.g. Smith Feb)</i>

Office use only:	Total fee due: \$			
	Deposit paid: \$	Date	Balance paid: \$	Date:
Refunded bond:	Y/N	Date	By:	