

# BILL & GEORGE

## CREATIVE INDUSTRY STUDIOS



### HIRE FORM FOR **CASUAL REHEARSAL** BOOKINGS

NAME:

ORGANISATION:

CONTACT DETAILS:

WHAT IS THE PURPOSE OF YOUR HIRE:

PLEASE LIST ALL THE DATES AND TIMES YOU WOULD LIKE TO USE THE FACILITY:

ARE YOU A:

- ORGANISATION
- GROUP
- INDIVIDUAL ARTIST

ARE YOU IN RECEIPT OF FUNDING FOR THE PURPOSES OF THIS HIRE?

PLEASE TELL US THE NUMBER OF PEOPLE PRESENT FOR YOUR HIRE

WILL YOU BE USING INSTRUMENTS?

AMPLIFIED MUSIC?

ANY SPECIAL NEEDS OR NOTES?

### HIRE FORM FOR **PRIVATE FUNCTIONS AND EVENTS**

**Please supply the following information in order to allow us to assess the suitability of the event for our space.**

NAME:

EVENT DESCRIPTION:

WHAT DATE AND TIME WOULD YOU LIKE TO USE THE FACILITY:

HOW MANY PEOPLE WILL ATTEND?

IS THIS A PUBLIC OR PRIVATE EVENT?

HOW MANY PEOPLE WILL BE HELPING TO MANAGE THE EVENT AND WHAT ARE THEIR ROLES?

## **YOU WILL BE REQUIRED TO SIGN AN AGREEMENT ON OUR TERMS AND CONDITIONS BEFORE COMMENCING HIRE**

You are required to bring the following items for your event

Toilet Paper,  
Rubbish Bags,  
Glassware if required,  
Table coverings,  
Additional Lighting

Ice must be stored in water tight containers and the area covered in towels to avoid mess and nasty slips  
A bond of \$200 must be provided and will be returned provided there is no damage to the property and/or the place has been returned to a reasonably clean state.

This includes:

Returning of furnishings to their original position  
Mopping the floor  
Removal of all food from the fridge  
Removal of all rubbish into bins provided

## **TERMS AND CONDITIONS/AGREEMENT**

**Please review the following terms and conditions concerning your use of the Bill and George Creative Industries Studio and sign at the bottom. Return with payment for hire.**

### **PAYMENT**

The Hirer must pay PABRIK PRODUCTIONS for the hire of the Studio within 14 days of confirmation of booking and receipt of invoice, otherwise booking may be forfeited.

Payment can be made by made by cheque, cash, money order or electronic funds transfer to PABRIK PRODUCTIONS (trading as Bill and George) bank account. Payment and EFT information is available on all PABRIK PRODUCTION invoices.

All hire fees are GST inclusive.

Excess electricity charges may apply.

### **CANCELLATION**

PABRIK PRODUCTIONS must be given 48 Hours notice if the Hirer wishes to cancel the hire of the Studio. After which cancellation will incur a 25% fee on the total cost of hire.

If the Hirer does not attend or honour the confirmed booking, the total hire fee will apply.

### **TERMINATION**

PABRIK PRODUCTIONS may terminate any hire agreement if the Hirer does not pay the fee for the hire of the Studio within 14 days of confirmation of booking.

### **PUBLIC LIABILITY**

Hirers must obtain and maintain all necessary insurances including public liability volunteer's insurance and workers compensation where necessary. If no public liability is held by the Hirer, they must agree to sign a waiver declaration prior to commencing the hire.

### **TIMES**

Hirers must adhere to confirmed booking times. The commencement time booked signifies when the hirer is allowed to enter the premises. Please factor set-up and pack-down times when making your booking.

### **USAGE AND CARE**

The Hirer can only use the studio for the activity stated in the Hirer's Agreement and for no other purpose. UNDER NO CIRCUMSTANCES is the hirer or its parties to enter the permanent studios at Bill and George.

The Hirer will treat the space with care and responsibility and keep the space in a clean and tidy state and at conclusion of hire return the space to its previous condition and configuration (\$30 penalty may apply for non-compliance).

The Hirer will inform PABRIK PRODUCTIONS if the Hirer becomes aware of any breakage or damage to the space and not attach in any way to walls doors, glass, floors furniture or fittings in or around the space any nails, screws, adhesive tape, signs or other items (\$20 penalty may apply for non-compliance).

The Hirer will not interfere with or alter any of the electrical installations, lighting, sound systems or other technical equipment owned by PABRIK PRODUCTIONS in the space.

**SECURITY** □

The Hirer is responsible for securing the building at conclusion of hire and to return all keys for the Studio at the end of the term of hire (\$30 penalty may apply for non-compliance).

**ENVIRONMENTAL IMPACT** □

The Hirer will not alter current sound level configuration, or attach any new speakers or additional amplification to the sound system and agrees not use any amplified sound between 10pm and 8am on weekdays or midnight to 9am on weekends and public holidays.

The Hirer will respect the quiet enjoyment of occupants in the building and surrounding neighbours and agree not to exceed 40 people in the space at any one time unless previous permission has been granted by PABRIK PRODUCTIONS.

**HIRERS WARRANTY AND INDEMNITY** □

The Hirer indemnifies PABRIK PRODUCTIONS Inc (trading as Bill and George) and agrees to keep PABRIK PRODUCTIONS Inc indemnified against all costs, expenses, claims and liabilities arising from loss damage to property or injury or death of persons from or during the term of hire, to the extent such loss or damage is caused, directly or indirectly, by the Hirer.

Signed \_\_\_\_\_ Date \_\_\_\_\_ contact \_\_\_\_\_