



CONTRACT FOR STUDIO/GALLERY/FRONT ROOM HIRE

Victoria Park Centre for the Arts Philosophy: To provide people of all ages, cultures and economic backgrounds with a supportive, cooperative environment in which they can appreciate and present art. The centre is guided by the principles of social justice, access and equity which include: respect for people’s rights and choices, fairness, trust, community development, self help, human rights and non-discrimination.

CONTRACTOR NAME: _____

TITLE OF WORKSHOP: _____

ADDRESS: _____

POSTCODE: _____ PHONE: () _____

EMAIL: _____ MOBILE: _____

DATES WHEN ROOM/S REQUIRED: FROM: Day _____

TO: _____

TIMES WHEN ROOM/S REQUIRED: FROM: _____ TO: _____

ROOM HIRE RATES:

Table with 4 columns: Room Type, Member Status, Rate, and Commission. Rows include Studio, Gallery Space, Front Room, and Exhibition rates for both members and non-members.

Total fee per session: _____ Total fee for all workshops: _____

PAYMENT INSTALLMENT METHOD- PLEASE PROVIDE PAYMENT DATES AND AMOUNTS

DATE _____

AMOUNT _____

All hire fees must be paid before courses/events commence unless otherwise negotiated

Available Resources

At present the Centre has three workshop areas, the new studio workshop at the back of the Centre the Gallery Room. Other areas, such as the front and back office spaces may be available for workshops. The Centre has a number of trestle tables and chairs and easels available for workshop coordinators. There is access to a kitchen and toilets at the Centre. If other resources are needed the workshop coordinator should negotiate with the Centre for the use of other items (i.e. easels, special lighting, PA system, etc) or provide the required items themselves.

Methods of Payment

- Payment of the venue hire will be collected from the tutor either at the beginning of the course and/or at regular intervals during the term. The payment date (method) should be stipulated by the tutor; the payment

My Documents/Administration/Contracts Gallery Studio Room Hire

installment method shall be strictly adhered to. This will ensure your booking of the space is kept for your workshops. Failure to keep regular payments risks tutors losing space booking.

- Workshop fees shall be collected from the students by the tutor at the beginning of the course or at intervals set by the tutor.
- The student fees go directly to the tutor, the venue hire and materials cost will be paid for by the tutor.

Workshop Resource Requirements:

- Please discuss your requirements with us at the time of booking, so we can advise you where items are stored, eg tables, chairs as well as arrangements for collecting keys. Please remember that you must leave the venue as you found it, in a clean & tidy condition. You are responsible for returning keys and securely locking the venue.
- All exit ways must be kept clear of obstructions at all times
- The main exit door at the front of the building is to be kept in a fixed open position at all times the building is occupied.
- Note that tables and chairs marked for meetings are not to be used for art workshops
- Please ask participants to park at car park out front of bowling club

I HAVE READ THE CONTRACT INFORMATION AND AGREE TO ABIDE BY THESE RULES AND PROCEDURES AND TO HIRE THE VENUE FOR THE ABOVE NAMED WORKSHOPS

Signature _____ **Date** _____

VENUE HIRER TO RETAIN AND FOLLOW THE FOLLOWING PROCEEDURE

Venue hirer, please observe and follow the following procedure;

- Note that tables and chairs marked for meetings are not to be used for art workshops

**PARKING AT FRONT OF THE BOWLING CLUB NOT FAR WALK DOWN THE STREET
Please ask your participants to park at the car park; front of the Bowling Club**

Opening Victoria Park Centre for the Arts

- Open the gates
- Unlock studio
- Check and tidy area and set up

Closing the VPCA

- Ensure studio is tidy
- Ensure there are no dirty dishes or food scraps in kitchen
- Please clean up paint from furniture (chairs and tables) and clean/sweep the floor
- Roll up the carpet
- Check the toilets
- Lock back door; bolt door
- Check and lock all windows
- Check air conditioner/heater is off
- Check that doors are not blocked by tables or chairs
- Lock studio inside, checking all doors inside (storeroom, darkroom and broom cupboard) are locked and lights are off
- Tidy sitting area
- Lock studio main Door
- Check gallery/front room and front lights are off and tidy
- Leave on security lights
- Lock doors of centre
- Put key away
- Close gates

Thankyou for following this procedure and making the centre clean and tidy for others to use

VICTORIA PARK CENTRE FOR THE ARTS

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East Victoria Park

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