



Studio & Office:
1 / 5 Merino Street, Rosebud West VIC
3940

Telephone: 5973 5317
Email: info@peninsuladance.com.au
Website: www.peninsuladance.com.au

Studio Hire Agreement

Peninsula School of Dance and _____ of _____ agree to the following hire arrangements:

Peninsula School of Dance Studio 1 Studio 2 Studio 3 (please circle)

will be hired from _____ to _____ 2016 at the rate of \$ _____ per hour.

- Studio 1 – small downstairs, max capacity 8 adults
- Studio 2 – large downstairs, max capacity 25 adults
- Studio 3 – large upstairs, max capacity 25 adults

If the above dates are over an extended time period and includes any dates the studio will not be used (eg. school holidays, public holidays) please list:

Time in: _____ Time out: _____ (please note that these times must include your set up and pack up time)

The Hirer _____ (name) agrees to the following terms:

- To pay all hiring fees on time and in full, as per agreed rate
Large Studios: Casual - \$25 p/hour Regular Booking - \$20 p/hour
Small Studio: Casual - \$20 p/hour Regular booking - \$15 p/hour
If you require use of more than one studio a suitable rate will be agreed upon with the Director.
- Casual hirers must pay the studio hire in full prior to collecting keys.
- Regular hirers will be billed on a fortnightly basis.
- All hirers must pay a \$50 key deposit which will be refunded upon return of the key.
- Keys are not transferrable and must be returned at the completion of the hire agreement. Lost or unreturned keys will cause the studio lock system to be replaced and the hirer will be responsible for the costs incurred by locksmiths.
- For casual hirers, studio keys will be collected from the owner one day prior to the arranged hire (unless otherwise arranged) and will be left in the key box inside the studio at the completion of the hire. Exit from the green door in the large downstairs studio. The owner will explain how to complete lock up at the time of key collection.
- The venue must be left in the state in which it was entered. Hirer will be charged cleaning costs if it

proves necessary.

- Hirer has access to the following
 - Studio/s as circled on page 1
 - Use of our reverse cycle air conditioners/heaters as required. These must be switched off completely at completion of the hire time. Additional charges will apply if they are left running.
 - Kitchenette (located in studio 2)
 - Bathroom facilities
 - Reception area – you are welcome to use the desk for registering customers etc. but please do not disturb stationary, noticeboards etc.
 - If you are a regular hirer you are welcome to leave any fliers/business cards on our display shelves in the entrance way.
 - You will receive a shout out on our facebook page, twitter account.
 - Advertising in our newsletter at the reduced rate of \$20 for a ¼ page advertisement.
- The Hirer agrees to communicate & enforce the following with patrons:
 - The car park is a shared car park with other tenants using it as well, please be mindful and respectful of this.
 - There is plenty of street parking on Merino Street, Thamer Street and Bunnings.
 - Please DO NOT park at the premises directly opposite ours under any circumstances.
- Alcohol is not permitted in the venue.
- Peninsula School of Dance is a non-smoking venue.
- Hirers must carry public liability insurance to the value of \$10,000,000. A copy of the certificate of insurance must be attached to the signed agreement.
- Damages to any equipment in the studio at the time of hire must be paid for by the hirer.
- Use of our studio and our equipment is at the Hirers risk. Hirer hereby waives rights to seek legal redress for mishaps, accidents and/or loss while on our premises.
- Hirers are solely responsible for any legal infractions Hirer or members of Hirers party make during the hired time.
- Peninsula School of dance, its owners, agents and representatives are not responsible for any loss, accident, or injury to Hirers self or anyone who accompanies Hirer while on our premises.

Signed _____

Date: _____

Melanie Gard
Director, Peninsula School of Dance

Signed: _____

Date: _____

Full Name: _____

Position: _____