

Hazelhurst

HAZELHURST GALLERY HIRE FEES & CHARGES (valid for 1 July 2018 to 30 June 2019)

Studio Hire:

Studio / room hire half day (3 hours)	\$95.00
*Studio / room hire full day	\$175.00

Theatrette Hire:

Half Day (3 hours)	\$180.00
*Full Day	\$360.00
Audio Visual Equipment (Data Projector & Screen)	\$90.00

*Full day hire fee applies for bookings of a duration exceeding three (3) hours.

All bookings are to allow adequate time to pack-up and exit prior to closing time.

Equipment Hire:

Data projector, PA or DVD for function hire (within facilities only)	\$160.00
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Regional Art Gallery:

Gallery Foyer & Deck Function hire (out of opening hours only)	\$705.00
Gallery Foyer hire during opening hours only (max 2 hours) - subject to approval	\$210.00

Hazelhurst Gardens:

Wedding Ceremonies & like events (including photography) max 4 hours	\$480.00
Photography Fee, excluding ceremony/event, max 2 hours	\$165.00
Cancellation Fee	25% of hire fee

Opening Hours:

BOOKING TERMS & CONDITIONS FOR HIRE:

782 Kingsway, PO Box 393, Gymea NSW 2227

Tel 02 8536 5700 Fax 02 8536 5750

Email hazelhurst@ssc.nsw.gov.au hazelhurst.com.au

ABN 52 018 204 808

SUTHERLANDSHIRE
ARTS
CENTRE

Hazelhurst

Thank you for choosing Hazelhurst Gardens for your ceremony. Hazelhurst is principally an arts centre and a place for public enjoyment by all. As such there are a number of conditions in place to ensure that service is delivered to the highest standard whilst still enabling the public to have private bookings for special occasions from time to time.

GARDEN HIRE:

Weddings, Wedding Photography, Naming Ceremonies and Christenings being held in Hazelhurst Gardens.

- Hazelhurst Regional Gallery and Arts Centre (Hazelhurst) reserves the right to install artworks in any area of the gardens and grounds.
- All bookings are for **3 hours** duration or **4 hours** duration for a ceremony booking with photos. The hours specified must include set up and pack up time, with time of ceremony confirmed at time of booking.
- Marquees are not permitted to be erected in any part of the gardens. (A small 3m x 3m may be permitted on approval), usually only 1 per group.
- No confetti is to be used in the gardens. Flower petals only are permissible.
- Must not attach decorations to trees or garden.
- No interference is to be caused to other persons using the gardens for quiet enjoyment.
- No undue noise is to be created.
- Alcohol is not permitted on the grounds.
- No section of the gardens is to be cordoned off.
- The area used is to be left in a clean and tidy condition, as it was found or the post-event cleaning fee will be charged.
- If required, it is advised that only twelve (12) chairs can be brought into the gardens for elderly or special needs guests.
- Full payment is required at least one (1) month prior to the date of the booking. If payment is not received one (1) month prior, the booking will be cancelled.
- After payment and confirmation of booking, a cancellation fee of 25% will apply.
- Please note that building and grounds are locked and alarmed at 5.00pm sharp. Additional charges will apply if event is not packed up in time.

Photography being used for commercial or promotional material which clearly identifies Hazelhurst is subject to approval. Standard hire fees and booking apply

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- Cars / vehicles may access Talara Road gate and driveway by prior arrangement, but are not permitted on the grass.
- Should it rain on the day Hazelhurst is unable to provide an alternative arrangement.

THEATRETTE HIRE:

- Bookings will remain tentative until full payment received. Full payment is required two (2) weeks prior to booking date.
- No food or beverage allowed in studio or theatrette space.
- Theatrette hire does not include audio visual (A/V). Data projector and screen can be hired for the set additional amount. It is recommended that you allow sufficient time to test your presentations Microphone and speaker can be hired separately.
- Theatrette capacity is 65 pax.
- Additional charges will apply for theatrette hire out of standard Hazelhurst operating hours (9.00am-5.00pm).

STUDIO HIRE:

- The studios are working art studios and are to be left set-up the way they are found.
- No food or beverage allowed in studio or theatrette space.
- Studio capacity is 15-20 pax.
- Bookings will remain tentative until full payment received. Full payment is required two (2) weeks prior to booking date.
- Data projector and screen can be hired for the set additional amount.
- Available for hire only during Hazelhurst opening hours (9am-5pm).
- Studios can not to be hired for:
 - externally run art classes
 - cooking demonstrations
 - yoga classes
- All studio use is subject to approval by Hazelhurst

Hazelhurst

Acknowledgement and acceptance of Booking Terms and Conditions:

I acknowledge that I have read, understood and accept the booking terms & conditions, including any charges that may arise.

Name:.....

Event Date:.....Booking No:

Signature:.....

Date:.....

