

Hazelhurst

HAZELHURST ARTS CENTRE HIRE FEES & CHARGES (valid for 1 July 2020 to 30 June 2021)

Studio Hire:

3 hours	\$105.00
6 hours	\$190.00
Public Liability Insurance (if you do not have your own PLI)	\$12.00

Theatrette Hire:

3 hours	\$190.00
6 hours	\$380.00
Audio Visual Equipment (Data Projector & Screen)	\$96.00
Public Liability Insurance (if you do not have your own PLI)	\$24.00

Hazelhurst Gardens:

Wedding Ceremonies & like events (including photography) max 4 hours	\$495.00
Photography Fee, excluding ceremony/event, max 2 hours	\$175.00
Public Liability Insurance (if you do not have your own PLI)	\$91.00

Additional Administration Charges:

Staffing – charged per person, minimum 3 hours (Technical assistance, additional set-up requirements or bookings out of hours)	\$64.00
Cancellation Fee for all bookings	25% of hire fee
Post event cleaning/pack-up fee	\$169.00

*Available Hire Times:

Monday to Sunday : 9.30am to 4.30pm
*available days and times subject to change.

**ALL HIRERS ARE TO ALLOW ADEQUATE TIME TO PACK-UP AND EXIT
PRIOR TO CLOSING TIME.**

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BOOKING TERMS & CONDITIONS FOR HIRE:

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.

Public Liability - You must have insurance:

a) You must hold a valid Public Liability policy of minimum \$10million.

The insurance must cover liability that comes from your use of the premises, and include:

- bodily injury
- property damage

b) If you employ people you must have valid workers' compensation insurance and accident insurance and comply with the requirements of the Work Health and Safety Act 2011.

c) You will pay any excess fee on any claim made under your own or Council Casual Hirers of Council Facilities policy, which ever applies.

d) You must manage the conduct of all persons entering the hired area including spectators and children.

e) You will protect and insure personal property.

f) Inform us of any defect in the premises and/or facility's condition likely to pose a threat of injury to persons.

g) You indemnify Council against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including solicitor and client costs), charges and any expense whatsoever in respect of:

- any personal injury in connection with or arising from the use of the premises by the Hirer, its servants, members, invitees or agents; and
- any damage to property or equipment of Council or any other person or corporate body, or of any infringement, disturbance or destruction of any rights of any person or corporate body in connection with or arising from the use of the premises by the Hirer, its servants, members, invitees or agents.

h) You cannot do, or keep, anything at the premises that would:

- increase the cost of insurance, except with our written agreement
- void an insurance policy.

What if I don't have Public Liability?

a) If you are not covered by any other policies you can elect to obtain public liability insurance under a policy known as "Casual Hirers of Council Facilities" (at Council's sole discretion). Premium rates are outlined in Council's Adopted Schedule of Fees and Charges. You must not be a sporting association, incorporated organisation, a commercial activity of any kind, and the use is not in respect of rock concerts, public rallies, martial arts or any like activity.

b) Copies of the policy document are available on request for full terms and conditions. You will need to retain a copy of your receipt as proof of insurance cover.

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GARDEN HIRE:

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

- Hazelhurst 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 photography. The hours specified must include set up and pack up time, with time of ceremony confirmed at time of booking.
- Ceremonies must conclude by 4.30pm as the Arts Centre and grounds are locked and alarmed at 5.00pm sharp on Friday, Saturday and Sunday. If your reception is being held in the café then these terms will not apply. Additional charges will apply if event is not packed up in time.
- Marquees are not permitted to be erected in any part of the gardens
- Must not attach decorations to trees or garden
- No interference is to be caused to other persons using the gardens for quiet enjoyment
- Hazelhurst gardens is a public space and while no other events will be booked on the day we do not allow any sections of the gardens is to be cordoned off
- No undue noise is to be created during the ceremony and leaving the grounds
- Alcohol is not permitted on the grounds unless served by the Hazelhurst Café
- No confetti is to be used in the gardens. Flower petals only are permissible
- 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. Garden benches are not to be moved
- If needed, 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
- Cancellation fee will apply for bookings cancelled after payment and confirmation, a cancellation fee of 25% will apply
- 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 for your booking.
- Photography being used for commercial or promotional material which clearly identifies Hazelhurst is subject to approval. Standard hire fees will apply
- Hazelhurst Arts Centre is a smoke free venue. You cannot smoke within any Council facility or grounds

THEATRETTE HIRE:

- Theatrette capacity is 65 pax.
- Bookings will remain tentative until full payment received. Full payment is required two (2) weeks prior to booking date.
- Your paid booking time includes the time to set up and pack up
- No food or beverage allowed in theatrette space.

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THEATRETTE HIRE continued:

- Theatrette hire does not include audio visual. Data projector and screen can be hired for the set additional amount.
- All hirers are to allow sufficient time to test presentations and supply your own HDMI cable and connectors. If microphone is required please advise at time of booking.
- No structures, signs and/or posters are to be put up inside or outside the premises.
- Ensure your booking does not impact on other members of the public in the arts centre.
- Additional after hours staffing charges will apply for theatrette hire out of standard Hazelhurst operating hours.
- Hazelhurst Arts Centre is a smoke free venue. You cannot smoke within any Council facility or grounds.

STUDIO HIRE:

- Studio capacity is 15-20 pax.
- 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 space.
- Bookings will remain tentative until full payment received. Full payment is required two (2) weeks prior to booking date.
- Your paid booking time includes the time to set up and pack up.
- All studio use is subject to approval by Hazelhurst
- No structures, signs and/or posters are to be put up inside or outside the premises
- Ensure your booking does not impact on other members of the public in the arts centre
- Hazelhurst Arts Centre is a smoke free venue. You cannot smoke within any Council facility or grounds
- **Studios cannot to be hired for:**
 - externally run art classes, including art therapy and music classes.
 - cooking demonstrations.
 - yoga and wellness classes.

General Booking Information:

- Your paid booking time includes the time required to set up and pack down.
- Hazelhurst Arts Centre reserves the right to refuse any bookings that is deemed not suitable for the venue and current programming.

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Please sign and return to Hazelhurst Arts Centre.

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:.....