

ARTSHOUSE ROOM HIRE BOOKING REQUEST FORM

First Name		Surname	
Organisation			
Billing Address		State	
Town/Suburb		Postcode	
Mobile (preferred)		Phone	
Billing Email			

Are you a Member of Denmark Arts?	Yes	No
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Do you have Public Liability Insurance?	Yes	No
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Have you provided a Certificate of Currency?	Yes	No
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*If yes, please provide your Public Liability Insurance Certificate of Currency
 If no, your booking request will be assessed based on the nature the activity/s undertaken
 Denmark Arts Public Liability does not cover activities undertaken during the room hire*

Please describe the activity/s to be undertaken at the Artshouse during the hire:

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Related to arts and culture?	Yes	No	Is this a public event?	Yes	No
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Free of charge for the public?	Yes	No	How many people expected?	
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If part of a Denmark Arts project, which one?	
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Access to the room/s will only be provided during the dates/times list below – this includes set up/pack down

ROOM	DATE IN	TIME IN	DATE OUT	TIME OUT
Public Front Rooms				
Studio West				
Residence Green				
Residence Blue				
Gallery Hire Front				
Gallery Hire Hallway				

For reoccurring or additional hire please note rooms/dates/times below or attach to this form

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By signing below, I verify that I have read, understood and agreed to the Denmark Arts Artshouse Room Hire Terms and Conditions 2019/2020

Signature		Date	
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ARTSHOUSE ROOM HIRE RATES, TERMS & CONDITIONS

ROOM HIRE FEES 2018/2019 (full payment is required in order to confirm your booking)						
ROOM	HOURLY RATE	HALF DAY 4 hours	FULL DAY 4+ hours	FULL WEEK	PER ROOM PER NIGHT (Standard)	PER ROOM PER NIGHT (Linen included)
Public Front Rooms	\$15	\$50	\$100	\$400	-	-
Studio West	-	\$20	\$40	\$80	-	-
Residence Green	-	-	-	\$400	\$100	\$110
Residence Blue	-	-	-	\$400	\$100	\$110
Gallery Hire Front Room	-	-	-	\$100	-	-
Gallery Hire Portable Walls	-	-	-	\$50	-	-
Gallery Hire Corridor Gallery	-	-	-	\$50	-	-
Equipment						
*OTHER FEES & CHARGES (where applicable)						
Key Deposit		\$20 CASH ONLY (refundable upon return of key/s) A Key Deposit will be required for all hire that extends beyond Denmark Arts' opening hours: Tuesdays & Thursdays (10am – 3pm). We also have a key lock box and can arrange access to this if a key is not required.				
Cleaning Fee		\$28 per hour (charged only if cleaning terms and conditions are not met)				
Equipment Hire		Contact us to hire or for further information				
Property Damage		Cost of repair / replacement of property (charged only if property is damaged)				
Use of Kitchen		\$50 extra per session when hiring front room				

Terms and Conditions

All hirers must be members of Denmark Arts (\$25 per year <https://www.denmarkarts.com.au/get-involved/become-a-member/>)

Hirers who are charging a fee for participation must have their own Public Liability.

All rooms must be left in the state they are found. A cleaning fee will be charged if the venue is left in an untidy state.

The hirer will be responsible for paying for any breakages which are clearly the fault of the hirer.

Bookings must be cancelled 7 days prior to booking. Full payment will be charged if notice of cancellation is not given 7 days prior.

Cleaning Checklist:

- Furniture configuration same as found, unless otherwise arranged.
- Rubbish, recycling and compost to be emptied if event uses them to capacity.

Have you applied for in-kind support for this project/venue usage? YES NO

OFFICE USE ONLY:

BOOKING	
Hire Approved	
Entered in Skedda (date)	
Entered in Wall Calendar (date)	
Confirmation Email Sent (date)	
Certificate of Currency Received	
In-kind Support Applied For	
In-kind Approved By	

HIRE FEES

Received (date):

Method:

Receipt #:

No Charge

KEY/S

NOTE: ALL KEYS to be signed in/out on Key Register

Key/s Required:

For Collection OR Lock Box (circle one)

Lock Box Instructions Sent (date - if applicable)

Deposit Received (date) Cash Placed in Till

Key/s Collected or Placed in Lock Box (date)

Key/s Returned or Taken from Lock Box (date)

CLEANING / PROPERTY DAMAGE

Cleaner notified of booking

Date/Time Room Checked for Cleanliness

Approved (staff signature)

Declined (staff signature)

Invoice sent for cleaning fee (date)

EQUIPMENT

Hire Form Received

Copy of Equipment Hire Form Attached