

studio hire agreement

The artist must complete and sign this form in full and return it to the Workshop Arts Centre each term.

member details

Name _____

Membership No.# _____

Address _____

Phone _____ Mobile _____

Email _____

studio details

Studio _____ Term _____

Day _____ Start Time _____

Hire Fee \$ _____ Finish Time _____

Total Due \$ _____ Storage Fee \$ _____

Signature _____

office use only

Studio Hire Paid Yes / No

Receipt no. _____ Date _____

Staff Member _____

Signature _____

Key Supplied Yes / No Key No.# _____

Notes _____

In signing I acknowledge that I have read and agree to the rates, terms and conditions of studio hire as outlined in the attached Studio Hire Terms & Conditions and have fulfilled the criteria and obligations outlined therein.

The Workshop Arts Centre is an independent not-for-profit art centre and workshop facility established in 1961 to promote and foster appreciation in the creative and visual arts

studio hire terms & conditions

STUDIO HIRE RATES

\$ PER PERSON FOR 9 WEEK TERM. No refunds or transfers allowed.

Rates and conditions as effective from June 2016. No discounts available to additional hiring eg. one-off hiring during vacation time.

Studio hire is for members only. ALL participants MUST be members. Membership forms are available online or at the office.

STUDIO	PRINT		PAINTING, SCULPTURE & CERAMICS	
	HALF DAY	FULL DAY	HALF DAY	FULL DAY
TERM RATE	\$100	\$165	\$85	\$145
HOLIDAY RATE	\$30/DAY	\$47/DAY	\$22/DAY	\$43/DAY
LOCKABLE DRAWER	\$13 PER ITEM	\$13 PER ITEM		
OPEN STORAGE*	\$7 PER ITEM	\$7 PER ITEM		

* Lockable Drawer and Open Storage when available.

GALLERY EVENING HIRE	POA
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- Hirers using WAC studios and equipment are expected to acknowledge the Workshop Arts Centre on promotional material of exhibited works.
- Studio hire is for members only. ALL participants must be members.
- Studio hire availability is at the discretion of the WAC.
- Studio hire is for one term (9 weeks). Reservations are made on a first paid basis. Opportunity to hire is available in week 7 of the preceding term. Current hirer's are requested to re hire and pay in week 7 of the current term for the following term's hire. Studio hire during holiday periods is to be arranged in liaison with the office. Studio hire is to be paid in advance.
- Studio Hire fees are non-refundable. Full payment must be made prior to commencement of the term. The Workshop Arts Centre cannot accept responsibility for changes to students' personal circumstances that prevent attendance. No deductions or refunds are available to those who miss hire sessions.
- The WAC has a recommended number of hirers per studio and will accept hire fees to that number. Hirers over and above the recommended number per studio are by arrangement with the confirmed hirers. There is no discount for extra hirers in the space. Hirers must respect other hirers.
- The hire of the space is for the allotted day and time only. Studio hire half day is based on 3 hours of hire eg. 9.30am - 12.30pm or 1.00pm - 4.00pm or 6.30pm - 9.30pm Ensure you clear and vacate the studio at the end of your allocated time.
- Storage space at the WAC is limited and must be hired and paid for separately. When available, open crates and shelf storage are available for hire for \$7 per term and locked storage at \$13 per term.
- Studio Hirer's must provide the office with full contact details and payment for studio hire prior to use. Your contact details will be made available to your hire group unless you tell the office otherwise.
- All Studio Hirer's must sign the register in the front foyer on arrival, and out on departure. As a Hirer you are responsible to return the space clean and tidy; floors swept, equipment stacked and returned and rubbish disposed of in outside garbage bay.
- Hirers must not bring children or guests into studios. Guests are always welcome in the Gallery and public areas.
- The Workshop Arts Centre Workplace Health & Safety Policy is available in each studio. All hirer's acknowledge that they are familiar with the relevant Studio Specific Procedures for the studio they are hiring, copies of which are located in each studio along with the location of fire extinguishers, emergency exits and the nearest first aid kit. All studios require covered shoes. Open toed shoes are not permitted.
- All Studio Hirer's must follow workplace procedures and instructions provided by the Workshop Arts Centre. Workplace Health & Safety manuals, along with studio procedures are located in marked locations in each studio.
- The use of equipment provided by the Workshop Arts Centre in the studios will be subject to the hirer providing evidence of WAC annual training and WAC teacher approval. All electrical equipment used must be tagged and tested annually.
- Painting Studio Hirers must have completed or be attending a painting course at the Workshop Arts Centre and/or be approved by a WAC teacher.
- Sculpture Studio Hirers must have completed or be attending a sculpture course at the Workshop Arts Centre and/or be approved by a WAC teacher.
- Print Studio Hirers must have completed or be attending a printmaking course at the Workshop Arts Centre and/ or be approved by a WAC teacher.

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