

# MAIN ST FUNK DANCE STUDIO HIRE AGREEMENT



Main St Funk Dance School Epping and \_\_\_\_\_ of \_\_\_\_\_ agree to the following hire arrangements:

Main St Funk Dance Studio (6/13 Lydia Crt, Epping) will be hired from \_\_\_\_\_ to \_\_\_\_\_ (date) at the rate of \$ \_\_\_\_\_ per hour.

Please circle which studio space you require:

GROUND FLOOR STUDIO      MEZZANINE STUDIO      BOTH

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

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:

\_\_\_\_\_  
\_\_\_\_\_

The Hirer \_\_\_\_\_ (name) agrees to the following terms:

1. To pay all hiring fees on time and in full, as per agreed rate. If you require use of more than one studio a suitable rate will be agreed upon with the Studio Owner.
2. Casual hirers must pay the studio hire in full prior to collecting keys.
3. Regular hirers will be billed on a fortnightly basis.
4. All hirers must pay a \$50 key deposit which will be refunded upon return of the key. Keys are not transferable 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.
5. 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.
6. If you are using the space after business hours (weekends or after 5pm weekdays) the gate to the business park will be locked. You will need to enter a code, please speak to the studio owner to get the code.
7. Only the leader of the hiring group should know the code to the gate. This is to protect our business and the neighbouring properties.
8. When leaving, the hirer is responsible for ensuring all doors are closed, all electricals are switched off (lights, fans etc) the front door is locked and the front gate is switched back on.
9. The venue must be left in the state in which it was entered. Hirer will be charged cleaning costs and/or damage if it proves necessary.
10. Hirer has access to the following:
  - a. Use of MSF's sound systems. These must be switched off completely at completion of the hire time.
  - b. Kitchenette and Bathroom facilities

- c. Reception area – you are welcome to use the desk for registering customers etc. but please do not disturb stationary, merchandise, notice boards etc.
  - d. If you are a regular hirer you are welcome to leave any fliers/business cards on display in the foyer.
11. The Hirer agrees to communicate & enforce the following with patrons:
    - a. The car park is a shared car park with other tenants using it as well, please be mindful and respectful of this.
    - b. There is plenty of street parking on Lydia Crt and Taryn Drive.
    - c. Alcohol is not permitted in the venue.
    - d. Main St Funk is a non-smoking venue.
    - e. Food and/or drink are not permitted in either studios or on the staircase. Clear water excepted.
  12. It is preferred that hirers 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.
  13. In the case where the Hirer does not choose to take out public liability insurance, the Hirer hereby waives rights to seek legal redress for mishaps, accidents, injury and/or loss while on Main St Funk premises.
  14. Use of Main St Funk studio and MSF equipment is at the Hirers risk.
  15. Any damage in the studio at the time of hire must be paid for by the Hirer.
  16. Hirers are solely responsible for any legal infractions the Hirer or members of the Hirers party make during the hired time.
  17. Main St Funk, 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 (Hirer)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Main St Funk)**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Copy of Public Liability Insurance Certificate of Currency attached Y / N (please circle).**

Where Public Liability Insurance has not been taken, I \_\_\_\_\_ the Hirer, acknowledge that Main St Funk, its owner's, agents and representatives will not be held liable in any way for any injury, loss, accidents, or mishaps occurring on the property during the hire period and agree that all parties in attendance during the hire period will seek no legal redress from Main St Funk in the event an such incident as listed above occurs.

**Sign here** \_\_\_\_\_

## MAIN ST FUNK DANCE STUDIO HIRE INSTRUCTIONS

Welcome to Main St Funk! We are excited to share our brand new studio space with you. Please make yourself at home and make use of our comfy lounge area and tea and coffee facilities. Here are some tips to help you get set up:

1. If you are using the space after business hours (weekends or after 5pm weekdays) the gate to the business park will be locked. You will need to enter a code, please speak to the studio owner to get the code.
2. If you have a large group attending, we recommend switching the gate off upon arrival so that you don't have to keep opening the gate each time someone arrives. There is a white power box just inside the gate. Flick the large switch over to "off".
3. For security reasons, we prefer only the leader of the group know the code to the gate. This is to protect our business and the neighbouring businesses.
4. When leaving, switch the gate to "ON" and drive out. The gate will close behind you.
5. The light switch for the lights in the lounge area and "under the mezzanine" is located at the entrance to the ground floor.
6. The main light switch for the ground floor is located next to the speaker. This will switch on the upstairs lights too.
7. Our speaker can connect AUX cords or bluetooth.
8. The fans are remote operated. The remotes are found above the power board near the speaker.
9. If you are a small group or solo, operating outside of own operating hours, we recommend snipping the door locked behind you for safety.
10. There are ice packs in the freezer and a first aid kit in the white cupboard in the bathroom.
11. If you are unsure of anything please contact Chloe first (0433220973) and then try Kristie (0413543023) but in the case of an emergency always call 000.

**HAPPY DANCING! ENJOY YOUR TIME AT MSF!**

