



**Bundoora
Homestead
Art Centre**

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BUNDOORA HOMESTEAD CONDITIONS OF HIRE

Bundoora Homestead Art Centre is where contemporary art and Australian history collide. A home for creative thinking, community participation and contemporary arts practice, where artist and audience are engaged, welcomed, challenged, and where they are empowered to contribute to a conversation about the issues of our time and place, all within a rich historical heritage. We recognise that art and culture are vital to the well-being of individuals and communities.

The Mess space at Bundoora Homestead Art Centre is available for hire Wednesday - Sunday 10am -5pm each week for activities that meet the Homestead's booking criteria and contribute to our purpose and vision. These activities include (but are not limited to): Community meetings, conferences, book clubs, art classes, craft clubs, language classes, playgroups, dance rehearsals, yoga classes, theatre or music rehearsals, exhibitions and plays (within limitations).



This document contains information on the Conditions of Hire for the Mess community space at Bundoora Homestead Art Centre. If you would like further information in your language call Darebin City Council's Multilingual Telephone Line on 8470 8470

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1. APPLICATION FOR HIRE

On completion and signing of the Application for Hire form the Hirer agrees to comply with the Conditions of Hire as outlined in this document.

2. BOOKINGS AND CANCELLATIONS

Booking requests for the Mess space at Bundoora Homestead Art Centre will be accepted subject to availability and at the discretion of the Bundoora Homestead management. Bookings must contribute to Bundoora Homestead's purpose and vision as a cultural, creative and community space.

A minimum of **two hours** is required for each booking. Confirmations of bookings shall be made in writing. Payment of a 50% deposit and a bond is required within 7 days of receipt of an invoice from Bundoora Homestead Art Centre in order to secure the booking.

Final payment of the remaining 50% hire fee is due a minimum 3 days before the event begins.

Venue Hire Cancellation: All cancellations are required in writing.

50% payment will be charged if event cancellation is received less than seven (7) days prior to the hire date;

25% payment will be charged if event cancellation is received 7-30 days prior to the hire date.

MEETINGS/EVENTS/CLUBS/WORKSHOPS

Hire times are between Wednesday - Sunday 10am - 5pm for minimum 2 hours. Bookings on Wednesdays will incur an additional fee for staffing as Bundoora Homestead is not open to the public on this day.

EXHIBITIONS/PERFORMANCES:

Hire times are between Wed - Sun 10am - 5pm. A maximum period of 5 consecutive days is available for exhibitions and performances. For a 5 day booking, install/bump in can take place from 10am on the Wednesday. Deinstall/bump out must occur by 5pm Sunday of the same week. Bookings on Wednesdays will incur an additional fee for staffing as Bundoora Homestead is not open to the public. All exhibition applications are subject to the discretion of Bundoora Homestead Art Centre's curator.

3. PUBLIC LIABILITY INSURANCE

All Hirers are required to obtain a Public Liability Insurance Policy. If the hirer does not have their own policy, casual Public Liability insurance can be organised through Darebin Council. To obtain insurance through Darebin Council please complete the Public Liability insurance form on the last page of the Booking Application form.

4. OH&S AND INCIDENTS

All OH&S issues and incidents should be reported to Bundoora Homestead staff. Overcrowding and spilling into public areas e.g. foyers and stairwells will not be tolerated. Venue Management has the right to shut down events and hires if no attempt is made by hirer to rectify any OH&S concerns including overcrowding, faulty and unsafe equipment brought into the building.

The Hirer may be directed to engage the attendance of Police, Ambulance or Fire Brigade if an incident occurs as a direct result of the event hire. The Hirer shall be responsible for any costs involved in such attendance.

5. TICKETING INFORMATION AND POLICIES

All ticketed events must be coordinated independently by the hirer. Bundoora Homestead Art Centre does not provide a ticketing system to hirers.

6. ADHERANCE TO HIRE TIMES

The Hirer is to adhere to the start and finish times for hire as booked. An additional fee applies for time used in excess of the hire times. The hired space must be packed up and left in a clean and tidy condition. The Hirer will be liable for any additional time worked by Venue Staff or additional cleaning that may be necessary if the space is left in an unreasonably unclean state.

7. DAMAGE TO COUNCIL PROPERTY

The fittings and fixtures of the Venue must not be broken, painted, pierced by nails or screws or in any other way damaged.

The Hirer will be liable for any costs incurred by Council in repairing, making good any damage and any non-routine cleaning of the Venue, its fixtures, fittings and any equipment contained therein.

In the event that the Venue is damaged to such an extent that it affects another Hirer's use of the Centre or requires a booking to be cancelled, the Hirer will be liable for all costs and losses incurred by Council (including the costs of repairing such damage), refunds of deposits, hiring fees and other loss of revenue.

No notice, sign, advertisement, scenery, fittings or decorations of any kind may be erected inside or outside without prior consent being obtained in writing.

8. SUB-LETTING

No portion of the Venue shall be sub-let or any occupancy transferred or assigned without written consent from Bundoora Homestead.

9. COUNCIL MAY REFUSE TO HIRE

Bundoora Homestead Art Centre, in its absolute discretion, may refuse to hire a community facility should the intended use be regarded as outside the scope of its hiring guidelines, including its vision and purpose.

10. GOOD ORDER

The Hirer is responsible for the full observance of public decency whilst at the Venue. The Hirer should not allow any activity or lewd behaviour that could offend standards of public decency. No spitting, obscene or insulting language or disorderly behaviour shall be permitted in any part of the Venue and the Venue Manager has the right to refuse admission to any person/s or to remove from the Venue, any person/s doing such things as are prohibited by this clause.

11. SUPERVISION OF GROUPS AND CHILDREN

Groups are reminded that they have a "duty of care" to their members and participants, and should be aware of their safety within the hired space. A responsible adult must supervise children at all times.

12. CLEANING

The Hirer shall leave the Venue in a reasonable clean & tidy condition and shall place all rubbish, refuse and waste matter prior to or at vacation time in bins provided. If the Hirer fails to comply, the Venue will arrange for cleaning and removal of any waste matter and the Hirer will be liable for any costs involved. Hirers must also remove all props, materials or equipment they brought in at the conclusion of the event.

13. PROTECTION OF FLOORS

Hirers must not drag chairs and tables across floors. Hirers found in breach will be liable for re-surfacing costs. No Gaffa, duct tape or masking tape may be used on wooden floors.

14. TEST AND TAG

The hirer is responsible for maintaining their own electrical equipment in a safe condition according to appropriate Australian standards. Any electrical appliance or equipment which has flexible power supply cords must be tested and tagged by a qualified person.

15. CATERING AND KITCHEN

Bundoora Homestead Art Centre is able to provide self-serve tea, coffee and biscuits for a small fee. All other catering must be organised by the hirer.

16. LIQUOR

Bundoora Homestead Art Centre holds an on-premises liquor license and has the right to sell alcohol in accordance to their specified trading hours. Hirers cannot sell alcohol on the premises.

17. STORAGE

There are no facilities for permanent storage. Any items left behind by the hirer that are not collected within 7 days will be discarded or given to charity.

18. ANIMALS

No animals shall be allowed in the Venue without the written consent of the Venue Manager, who may impose any conditions as they see fit. This Condition does not apply to guide dogs under the control of visually impaired persons.

19. OBSTRUCTIONS

The Hirer shall comply in every respect with regulations under all relevant Acts with regards to public buildings for the prevention of overcrowding and the obstruction of passages, corridors, external walkways and disabled access. Any person causing an offence against such regulations shall be asked to leave the Venue. If a Local Law has been breached, the Hirer will be liable.

20. OPEN FLAME LAMPS, FIREWORKS, PYROTECHNIC DEVICES & SMOKE MACHINES

The use of candles, incense, kerosene, spirit type lamps or fire of any kind is strictly prohibited and shall not be used in any part of the Venue. No fireworks, pyrotechnic devices or any like material is permitted in the Venue under any circumstances.

21. PUBLICITY & PROMOTIONAL MATERIAL

The hirer is responsible for their own promotion of their event. Bundoora Homestead is not required to promote the hirers event and it shall not appear on the Homestead's website or in the gallery's printed program. At Bundoora Homestead's discretion, the event may be promoted on the Homestead's social media. Printed promotional material may be left at the Homestead reception for display, providing it does not include any profanity, offensive or explicit material.

22. ADVERTISING NOTICES

No signs, notices or the like can be displayed outside the Venue without the prior consent of Venue Management, and if necessary, Local Laws.

23. EXCESSIVE NOISE

The Hirer shall not allow any activity to occur which could result in complaints being directed to the Venue for excessive noise.

24. SMOKING, DRUGS OR ILLEGAL SUBSTANCES

The entire venue is a smoke free environment. Hirers shall ensure that their guests, attendees, staff and contractors observe the smoke free status of the Venue. No drugs or illegal substances are to be consumed or brought into the premises. Anyone found to be using or conducting illicit activities will be removed from the Venue.

25. THEFT, LOST AND FOUND

Neither the Venue, nor its staff, shall be liable for any loss or damage sustained by the Hirer or any persons participating the hirer's event. The Hirer hereby identifies the Venue against any claim by such person in respect of such article or thing. Bundoora Homestead endeavours to return all lost property to its owners. Lost property will be kept for one month and then donated to charity.

26. COPYRIGHT AND PERFORMING RIGHTS

Hirers using copyrighted materials must obtain permission from the copyright holder. The Hirer hereby indemnifies the Council against any claim for breach of Copyright.

27. DISPUTES AND COMPLAINTS

In the event of any dispute or differences arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of the Venue Manager shall thereon be final and conclusive. All complaints that are not resolved by Bundoora Homestead staff can be directed to the Venue Director either by email, phone 9496 1060 or in person by appointment.