

## **Conditions of Hire of The Body Voice Centre studios**

The Body Voice Centre is a small, local, unfunded venue with studios for hire. The hire costs of the venue are kept low in support of the arts community and local activities. We ask any individuals or groups renting the venue to please respect the following conditions.

### **Rental.**

Studio rental times must allow for any set-up times before, pack-up and clean-up time after the hours of activity. Please ensure you book all the time you need. A non-refundable deposit may be required.

### **Insurance.**

Please ensure that you have your own Public Liability insurance.  
(Duck for Cover and Dancesurance have reasonable rates).

### **Advertising.**

We want your rental experience to be as successful as possible so if you provide us with an A4 (or smaller) flyer we may put in in the notice board outside the building. If you send us a brief email detailing your project including up to 4 photos we may add it to the Body Voice website.

### **Studio Use.**

Keep the studio you have rented clean and tidy.

If you use yoga mats please spray and wipe them before packing away.

Some examples: if you move furniture, return it; if you uncover the piano, recover it; if you spill something, clean it up; if you close the blinds or curtains, open them again.

Close windows if you have opened them.

Marked buckets are strategically placed under places where the roof leaks. Please return them to their place if you have moved them. Do not use them for your rubbish.

There are additional towels under the urn in the kitchen if they are needed for leaks or mopping up.

### **Kitchen use.**

The kitchen is well stocked with cutlery and crockery. There is a kettle, urn, fridge and microwave. There is washing up liquid and tea towels. You will also find various brooms and a vacuum cleaner.

Please ensure that the fridge is emptied, cleaned and turned off at the end of your stay. It is also important to leave the fridge door ajar to avoid any unpleasant odours developing.

Please ensure the urn is switched off and unplugged. When using the urn turn it to '9' and make sure it doesn't boil dry.

Please wash, dry and put away any cups, glasses, cutlery, crockery, plastics or any other kitchen utensils you have used.

**I/We have read and I/We accept the Conditions of Hire of the Body Voice Centre**

**Name:**

**Date:**

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*We acknowledge that we exist on the lands of the Woiwurrung and Boonwurrung people*

Please wipe down benches.

Please advise us of any broken or faulty kitchen equipment.

Bins for general waste and recyclables are supplied. If the general waste bin is full please tie off the bag, place it in a bucket near by and re-line the bin with the bin liners provided.

### **Foyer.**

Please wipe your feet on the mats. If you accidentally walk mud or dirt into the place, please make some attempt to clean it up so it doesn't carry through to other areas.

There is a latch on the front door to help the door stay open in a breeze.

### **Toilets.**

Replace toilet paper if the roll has run out.

Please keep the toilets clean and tidy.

There are additional hand towels in the tall, thin cupboard in the kitchen.

Please let us know if something is not working.

We try to keep the hand wash, toilet paper and cleaning products well stocked.

Please let us know if they run out.

### **General.**

Naked flames are not allowed in the studios or any part of the building.

Do not take food or drink into the carpeted, small studio. Water is ok.

Make sure the lights are off and the main door is locked if you are the last to leave the building.

There is a Lost Property box in the kitchen. It is cleared every 3 months.

Let us know if you have flyers, leaflets, posters or business cards you would like to leave. They will be cleared away if we do not know who you are or what you do.

Let us know if you notice anything is damaged or broken.

We appreciate any feedback about the studios to help us keep the place as great as it can be.

**Please sign and date this document on each page to indicate that you have read and have accepted these Conditions of Hire.**

We thank you for your support.

Warm regards,

*John and Michelle*

**I/We have read and I/We accept the Conditions of Hire of the Body Voice Centre**

**Name:**

**Date:**

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