Conditions of Hire of The Body Voice Centre

The Body Voice Centre *is a local, privately funded, set of studios for hire. We wish to maintain our independence and therefore seek no external funding.*
The costs of hire are purposefully kept at a minimum in support of the arts community and local activities. We therefore ask any individual or group renting the studios to please respect the following conditions.

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

Cleaning Deposit.
All new hirers are required to pay a $250 refundable cleaning deposit. (To successfully receive your refund please adhere to the following.)

All hirers are expected to adhere to the following.

Rental.
Studio rental times must allow for set up times before and after the hours of activity. Please ensure you book all the time you need. A booking deposit for first time renters may be required.

Insurance.
Please ensure that you have your own Public Liability insurance.
(eg Duck for Cover has 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 it on the notice board outside & inside 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.
Some examples: if you move furniture, return it to its original position; if you uncover the piano, re-cover it; if you spill something, clean it up; if you close the blinds or curtains, open them again.
Close windows, turn off lights, heating or cooling if you have used them.

I have read and I accept the Conditions of Hire of the Body Voice Centre on this page.
Name: Date:

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, a mop 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 stagnant odours developing.

Please ensure the urn is switched off and unplugged.

When using the urn turn it to '9' once it has boiled and make sure it does not boil dry.

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

Please wipe down the benches.

Please advise us of any broken or faulty kitchen equipment.

Bins for general waste and paper are supplied, please use them. If the general waste bin is full please tie off the bag, place it nearby and re-line the bin with the bin liners provided.

Foyer.

Please keep the area tidy.

If you accidentally walk mud or muck into the place, please make some attempt to clean it up so it doesn't carry through to other areas.

Please clean up any spills or crumbs to discourage pests.

Toilets.

Please keep the toilets clean and tidy.

Replace toilet paper if the roll runs out. Additional toilet paper is in the bathroom vanity.

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.

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

Make sure the lights, heaters, air conditioners are off, windows are closed and the front door is locked if you are the last in the building.

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

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

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The building requires continual maintenance. You are using the studio so you might notice if something is damaged or broken, we ask that you please let us know.
We appreciate any feedback about the studios to help us keep the place as great as it can be.

For any and all enquiries please contact John on 0430 120 436.

We thank you for your co-operation.
Warm regards,

John and Michelle

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