



VENUE HIRE INFORMATION

The Loft is available for community hire with vacancies available during the week for suitable practitioners to conduct classes, workshops or special events. The bright airy studio is located just off popular Pakington Street in Newtown, just a stroll to the café precinct. The historical industrial mill near the river has been given a new lease of life with a beautiful renovation and abundant natural light.

The space is also available for one-off events such as launches, photo shoots, play readings, workshops, theatre rehearsals and intimate performances.

Features:

- Mirrored studio (with drapes if you prefer non-mirrored space)
- Lounge/Kitchenette Area
- Professional Sound System
- 14m X 8m polished wooden jarrah floor
- Heating
- Full Amenities – M/F toilets and change rooms
- Upstairs venue, currently no wheelchair access

** All Hirers must have their own insurance (Public Liability) we can direct you to a company if you require cover

EASY STUDIO HIRE PROCESS:

1. Check studio availability of your preferred timeslot by contacting us via email
2. Download & complete paperwork and return signed Contract (pages 7 & 8 of this document) as well as a copy of your Certificate of Currency (Public Liability Insurance) Please be sure to READ all the details of the studio hire.
3. Make a time to meet the Venue Manager for a short 10 min Safety Induction, pay your \$50 key hire fee and receive your studio keys!
4. An invoice will be sent you. All studio hire fees are payable in advance please.

RATES:

- **Regular Hire:** \$30.00 flat rate per hour (incl GST)

To be eligible for the regular rate, you must hire at least once a week for the entirety of the Victorian school term. Minimum 10 weeks.

• Non-Regular Hire:	3 hours	\$150.00
	6 hours	\$240.00
	12 hours	\$360.00

**** You MUST include adequate set up and pack up as part of your time allocation**

Please note the following:

- Key Fee: A refundable **key fee** of \$50 is required.
- If the venue requires cleaning after your event, additional cleaning charges will apply at \$40.00 per hour.
- Arrival and departure times stated on your Hire Contract must be strictly adhered to.

OCCUPATIONAL HEALTH AND SAFETY AND STUDIO INSTRUCTIONS

SAFE MOVEMENT PRACTICES

- All movement practitioners please use Safe Dance Practices - industry guidelines of best practice, including warming up and cooling down.
- Please ask that participants remove their shoes prior to starting a movement class. We are trying to minimise damage to the wooden floor. Students can leave shoes & belongings in pigeonholes.

EMERGENCIES – please call 000 for POLICE/AMBULANCE/FIRE

- Please locate and know the whereabouts of the **FIRE EXTINGUISHER** (Just outside the entrance door, at the top of the stairs.)
- Please locate and know the whereabouts of the **FIRST AID KIT** (located in the kitchen cupboard, ice-packs in freezer.)
- **Emergency Exit** – If you need to leave the building, try the stairway first. If this is unsafe for whatever reason, please use the alternative exit, thru the studio next door.
- It's a good idea to have a mobile phone handy whilst in The Loft, so that you can make a call in the case of an emergency, as we do not have a phone at the premises. (Disturbs classes)
- If you lose **your key** or think it has been stolen, please notify us immediately. No copies of keys are to be made. Keep your key in a safe place. If you notice anything that is broken or needs repairing during your session, please notify us.

HEATING AND COOLING

- Heaters are located on the right, just inside the door in the grey box. 3 switches. Please check white wall units are plugged in and switched on also. **MUST BE TURNED OFF WHEN LEAVING.**
- Light switches are located on the right as you enter.
- Pedestal fans are located in the corners of the room. Please move to the side if you are not using them. Please ensure children are away from fans. There is also an larger evaporative cooler – please ensure this is filled with water **PRIOR** to using, otherwise it will damage the unit.

CLEANING

- All hirers **must** go over the floor with the dust mop after each session, located next to the brown cupboard.
- You are responsible for taking home rubbish if you host an event. If running regular classes, you are responsible for your students dishes and general rubbish. Please ensure your staff are advised to clean up after each session. Please leave space clean and tidy for next hirer.
- **Please do not move lounge area furniture.** All Hirers must make every effort to leave the venue in a clean state, otherwise cleaning charges will apply.
- Hirers are **NOT** allowed to make any changes to the venue, including putting up permanent fixtures, drilling into the walls etc. **NO tap shoes or hard shoes are to be used on the floor.**

SOUND SYSTEM

Our music system comprises of 2 quality wall mounted speakers and a 6-channel mixer. You can plug in your phone using the cord provided (standard 3.5m plug), please ensure you have the correct converters/dongles for your device.

Please only use the TWO WHITE MASTER SWITCHES to control volume, do not touch other buttons or adjust the mixer, UNLESS you are a qualified sound engineer.

PHOTOGRAPHY/VIDEO

All hirers must seek permission prior to using The Loft for any photography or video recording. Whilst we encourage a few happy snaps of your event for the socials, additional photoshoots need to be discussed prior and booked separately. When permission is given, The Loft must be acknowledged, including informal images posted on social media. Please keep all content in line with our overall tone of the business – warm, earthy, holistic and professional. Please include links to our FB and Instagram accounts. If you are working with a class or performance group – please ensure that all participants are made aware of our photography policy. We reserve the right to request removal of any content deemed unsuitable for whatever reason.

LOCK UP PROCEDURES

Hirers must only enter the premises during the times specified. For example, if you have forgotten something or need to dash back the next day, you **must** call and let us know. Otherwise, you could be disturbing other hirers.

Please remember to switch off:

LIGHTS

HEATERS

SOUND SYSTEM

SHUT WINDOW SECURELY

SNIB/LOCK STUDIO DOOR

SNIB/LOCK FRONT DOOR

Security is of the utmost importance.

The **FRONT DOOR** must also be locked when you leave.

PARKING

Street parking is available, there is also a nearby carpark next to the gallery or at the end of the street on Pakington Street. Additionally, behind the mill there is a very large carpark (2 min walk) We recommend this during daylight hours only.

COVID 19 POLICIES AND PROCEDURES

Studio guidelines have been informed by the Victorian Government, Department of Health, Safework Australia and the recently released Ausdance Australia document – *Return to dance: Principles and framework for restarting dance activities post-Covid-19*. The health and safety of our studio community is our highest priority.

In line with Government recommendations, we ask that all persons attending the studio meet the following criteria:

- No flu-like symptoms (fever, cough, shortness of breath)

CONTACT TRACING

All hirers are to keep their own accurate class records of who attends the studio.

PHYSICAL DISTANCING

- Although government density quotas have been removed, we recommend no more than 20 people per movement workshop.

AIR FLOW

To maintain adequate air flow, we suggest keeping the door and window open to help maintain a continuous air flow.

HYGIENE AND EQUIPMENT

- Provision of anti-bacterial handwash and paper towel – please dispose in bins provided.
- All students/participants to hand sanitize upon arrival.
- Students to bring own mats for movement workshops, if using the studio equipment, mats and hand weights need to be cleaned with antibacterial wipes before being put away.

CLEANING

The studio is cleaned on a regular basis, but we ask hirers to assist with this also.

Please wipe down common areas and high traffic areas after your event – coffee table, barres, door handles, stair banister, music equipment with anti bacterial wipes provided. This will ensure a hygienic space in between events.

ARRIVALS/DEPARTURES and use of FACILITIES

- Please minimize traffic in/out of studio. Participants and parents to wait downstairs or preferably OUTSIDE until the previous class is finished before entering studio. No parents or extra people to come in and use lounge area to watch classes.
- All persons to use hand sanitizer upon entering studio
- Children's classes - Students to come dressed and limit use of changerooms, please advise young children and parents to limit eating inside the studio.

All hirers agree to these policies and procedures and assist us to keep The Loft a healthy and safe working environment. Our studio values integrity, mutual respect, trust, safety and inclusion and we welcome any suggestions and feedback.

We look forward to having you run your workshop/ event at the studio. If you have any questions, please contact our studio director Lyndel Quick, Mob 0419 619 996.

the loft
DANCE & YOGA STUDIO

VENUE HIRE CONTRACT

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Purpose of Activity: _____

Date/Time: _____

Studio Hire Rates:

Rates: Regular Hirers	Flat hourly rate	\$30.00 p/hour
One off events:	3 hours	\$150.00
	6 hours	\$240.00
	12 hours	\$360.00

Payment Options: Costs exclusive of GST. An invoice will be sent to you at the beginning of the specified hire period. **Payment for the term is expected in advance.**
Bank Deposit ONLY

Bank:	Bendigo Bank
Acc Name:	The Loft Studio Space Geelong
Account Number:	116384348
BSB:	633 000

Cancellations: If you decide not to continue with the hire period outlined on your contract, you must give a minimum of 2 weeks' notice **before** the start of the school term for regular hire or at least 7 days notice for non-regular hire. After this, you are required to financially fulfil the lease obligations.

Photography: We have a strict photography policy. All photographs of events, classes and workshops that you take and that are used on social media platforms **MUST** link or tag to our own social media accounts, Facebook and Instagram. All persons involved in your project should be made aware of this policy.

Key Fee: \$50 (refundable on return of key)

I hereby agree to the above-mentioned hire details and with the **Agreement** stated below/on following –

Hirer Signature: _____ Date: _____

THIS AGREEMENT is made on the date on the face hereof BETWEEN **THE LOFT STUDIO SPACE GEELONG. ABN: 91542606597** of 7 Rutland Street, Newtown in the State of Victoria (hereinafter called the "owner") of the one part and the person or company named on the face hereof as the hirer (hereinafter called "the hirer") of the other part.

WHEREBY IT IS AGREED AS FOLLOWS:

1. **Agreement for hire** – The owner agrees:
To sublet on hire to the hirer for the period specified in the Schedule hereto the studio, The Loft Studio Space Geelong, (hereinafter called the "premises" and all equipment and fittings therein the premises as specified on the face hereof.
2. **Rates and Cancellation Fee** – The hirer shall pay all hire and cancellation fees as specified on the face hereof at the beginning of the hire period specified on the face hereof.
3. **Hirer not to sell, mortgage or remove goods etc,** - The hirer during the continuance of the hiring will not sell or offer for sale, assign, mortgage, pledge, underlet, lend or otherwise deal with the said premises or any part thereof or with any interest in them or any of them or with any interest in this Agreement but will not remove the same or any part thereof from the premises without the consent of the owner in writing.
4. **Repair, Inspection** – The hirer during the continuance of the hiring period will at his, her or its own expense keep the premises in good and substantial condition (reasonable wear and tear excepted) The hirer will permit the owner at all reasonable times to have access to the premises and to inspect the state and condition thereof. The hirer hereby accepts full responsibility for any damages to the premises and equipment which arises during the agreed hire period(s) and will pay for said damages.
5. **Insurance** – The hirer shall have his, her or its own Public Liability Insurance Policy and show evidence of this prior to the commencement of the hire period.
6. **Indemnity** – The hirer shall indemnify and keep indemnified the owner in respect of any actions, suits, proceedings, costs, claims and demands brought or made by any person or persons, incorporation or incorporations, authority or authorities in respect of any accident, injury or damage or alleged accident, injury or damage in consequence or arising out of the hire activity at the premises by a servant of the owner or any other person for whose acts the owner might be responsible in connection with the hire activity at the premises.
7. **Bond** – The hirer shall deposit with the owner the sum shown on the face hereof as security for the return of the premises key and will return the key at the conclusion of the period of hire. The hirer shall be the only recipient and user of the premises key and shall not duplicate it. If the above-mentioned key is lost, the owner forfeits the entire sum of the bond.
8. **Grant of time** – the hirer shall only enter the said premises during the specified hire period(s) on the face hereof. Any time or other indulgence granted by the owner shall not affect the strict rights of the owner under this Agreement

Hirer Signature: _____ Date: _____