



Centre for excellence in performing arts

## **TERMS AND CONDITIONS FOR ROOM HIRE AT THE ACTORS' HUB STUDIOS**

### **Acknowledgment of Traditional Custodians**

The Actors' Hub acknowledges the Whadjuk people of the Noongar nation as the traditional custodians of the land on which we operate. We pay our respects to their Elders, past, present, and emerging.

## TERMS AND CONDITIONS FOR ROOM HIRE AT THE ACTORS' HUB STUDIOS

### 1. General Terms

- 1.1. The Actors' Hub reserves the right to accept or decline any room hire request at its discretion.
- 1.2. The Hirer agrees to use the facilities only for the purpose stated in the booking request form.
- 1.3. The Hirer must uphold The Actors' Hub's core values of Integrity, Community, and Connection during the hire period.
- 1.4. The Hirer acknowledges that the relationship between The Actors' Hub and the Hirer is one of Licensor and Licensee. This agreement does not confer tenancy rights.

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### 2. Booking Confirmation

- 2.1. Bookings will only be confirmed once:
  - The booking request form is completed and signed.
  - The deposit payment (50% of the hire fee) is received.
  - A valid Certificate of Public Liability Insurance is provided.
- 2.2. Full payment of the hire fee is required no later than 4 working days prior to the hire date.
- 2.3. If the booking is made within 4 working days of the hire date, full payment must be made immediately upon confirmation.
- 2.4. Verbal agreements will not be considered valid. All communications and changes must be in writing.

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### 3. Cancellations and Amendments

- 3.1. Cancellations must be made in writing and acknowledged by The Actors' Hub.
- 3.2. A cancellation fee of the lesser of \$50 or 10% of the booking value may apply for cancellations without proper notice.
- 3.3. Changes to the booking (e.g., dates, times, or requirements) must be requested in writing and approved by The Actors' Hub. Changes may incur additional fees.
- 3.4. The Actors' Hub reserves the right to cancel a booking due to unforeseen circumstances, in which case a full refund will be provided.

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### 4. Use of Facilities

- 4.1. The Hirer is responsible for ensuring that all attendees comply with The Actors' Hub's policies and procedures.
- 4.2. Facilities must be used in a manner that does not disrupt other activities or programs at The Actors' Hub.

- 4.3. Smoking is strictly prohibited in all areas of the premises.
- 4.4. Animals are not permitted, except for registered guide or assistance animals.
- 4.5. The Hirer must not allow third parties to use the facilities without prior written approval.

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#### 5. Cleaning and Damage

- 5.1. The Hirer is responsible for leaving the facilities in a clean and tidy condition.
- 5.2. The Hirer will be liable for any damage caused to the premises, equipment, or furnishings during the hire period.
- 5.3. Any costs associated with cleaning or repairs will be invoiced to the Hirer and must be paid within 14 days.

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#### 6. Equipment and Technical Requirements

- 6.1. The use of sound, lighting, or other technical equipment must be pre-approved by The Actors' Hub.
- 6.2. Additional fees may apply for the use of technical equipment or the services of a technician.
- 6.3. The Hirer must provide all required media or files (e.g., for projection or sound) at least 3 days prior to the event.
- 6.4. The use of smoke machines or similar devices must be approved in writing at least 2 weeks in advance. Any costs arising from false fire alarms triggered by such devices will be charged to the Hirer.

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#### 7. Insurance and Liability

- 7.1. The Hirer must hold Public Liability Insurance for an amount of not less than \$20,000,000 and provide a Certificate of Currency prior to the hire date.
- 7.2. The Hirer is solely responsible for any loss, damage, or injury caused during the hire period.
- 7.3. The Actors' Hub will not be held liable for any loss, damage, or injury sustained by the Hirer, their employees, contractors, or attendees.

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#### 8. Payments and Fees

- 8.1. A 50% deposit is required at the time of booking confirmation.
- 8.2. The balance of the hire fee must be paid no later than 4 working days prior to the hire date.
- 8.3. Additional charges for equipment, staffing, or incidental costs will be invoiced within 7 days of the hire period and must be paid within 14 days.
- 8.4. Failure to pay fees by the due date may result in cancellation of the booking.

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## 9. Parking and Accessibility

9.1. Parking is subject to availability and must be confirmed at the time of booking.

9.2. The Actors' Hub is not responsible for any loss or damage to vehicles parked on or near the premises.

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## 10. Advertising and Promotion

10.1. The Hirer must not advertise or promote their event in a way that implies endorsement by The Actors' Hub without prior written approval.

10.2. No posters, signage, or decorations may be affixed to the premises without prior approval.

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## 11. Termination of Hire

11.1. The Actors' Hub reserves the right to terminate the hire agreement immediately if the Hirer breaches any terms and conditions.

11.2. In the event of termination, no refund will be provided for fees already paid.

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## 12. Agreement

By signing the booking form, the Hirer acknowledges that they have read, understood, and agree to these Terms and Conditions.

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## Contact Information

For inquiries or further details, please contact:

Phone: 0422 350 057

Email: [info@actorshubperth.com.au](mailto:info@actorshubperth.com.au)

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