

### APPLICATION FOR HIRE

#### HIRER'S DETAILS

Group Name:

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Contact Person:

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Residential Address:

Postal (if different):

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Phone/Mobile:

Email:

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Activity:

Number of People:

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*(Please specify: rehearsal / workshop / showing / auditions / film shoot / other)*

Hire period:

• from (day and date)

• to (day and date)

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Time:

• Start:

• End:

*If you require different times on different days please attach a schedule.*

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Preferred Space (please tick):

Webster 332

Webster 334

Webster 335

Webster 306

Webster 327

109 Square House

Anywhere you can fit me in

Repeat (please tick):  Daily

Weekly

Monthly

Repeat day (please tick):  Mon

Tue

Wed

Thu

Fri

Sat

Sun

***NB: Subject to availability and School teaching timetable.***

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Please inform the CPL of any changes at the earliest opportunity as this information is used to prepare the studio, maintenance and cleaning schedules.

#### **PAYMENT AND CONFIRMATION OF HIRE**

The completed and signed Application to Hire form, along with a payment of 20% of the full hire charge will secure your booking. Payment can be made by EFTPOS, cash or a cheque made out to the University of New South Wales.

#### **CONDITIONS OF HIRE**

- Please be aware that you are responsible for any loss or damage to University property brought about by your persons and/or patrons related to your hire.
- You must undertake to ensure that a suitably qualified person shall be in charge of activities at all times, and accept responsibility for insurances concerning all persons and property related to this hire.
- The spaces that are used must be left clean and tidy at the end of the hire. Aim to have the spaces looking better than when you walked in.
- Please ensure the room is locked when unattended.
- If you take anything into the spaces make sure they are removed at the end of your hire.
- Strictly NO shoes are to be worn in the Dance Studios. Strictly NO tap shoes are to be worn in any of our spaces.

### CANCELLATION POLICY

In the event you are unable to proceed with your booking, the following conditions apply

- All cancellation notifications must be in writing to the CPL at [cpl@unsw.edu.au](mailto:cpl@unsw.edu.au)
- Deposits are not refundable. However if notification of cancellation is more than a month out from the hire the value of your deposit can be used as a credit on a future booking. The new booking must be within 12 months of the original booking and if that future booking is cancelled the credit is forfeited.
- All cancellations within a month of the hire will incur the loss of the deposit as a cancellation fee.
- Cancellations within 2-14 days incur a charge of 50% of the total fee as cancellation fee. The other 50% can be credited towards a future booking within a twelve month period.
- Cancellations up to 48 hours result in no credit and no refund.

We / I the undersigned:

1. Apply to the University of New South Wales to hire the Webster Studio for the period shown above.
2. Have read and understand the **Conditions of Hire & Cancellation Policy** and agree to abide by these. Please note that the Conditions of Hire is subject to the booking. Ensure you have read the Conditions of Hire specific to your booking which is located on your invoice.
3. Indemnify the University, its members, servants and agents from and against all liability from damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person, loss of or damage to property however sustained when using, entering, leaving, within or near the Webster Studio.
4. Undertake to ensure that a suitably qualified person shall be in charge of activities at all times, and accept responsibility for insurances concerning all persons and property related to this hire. Further, should any damage occur to University property brought about by persons and/or patrons related to our hire, then we understand that the University will hold us responsible to pay the total sum of damages.

Signed:

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Position:

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Date:

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Send completed from to: [cpl@unsw.edu.au](mailto:cpl@unsw.edu.au)  
Venue Coordinator & Administration  
**Creative Practice Lab**  
School of the Arts and Media,  
Arts & Social Sciences