

CONDITIONS OF HIRE

- Payment in full is required before access to the space is granted.
- 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.
- Should you need to rearrange the room to suit your needs, you must return the room to its original state before you leave.
- The spaces that are used must be left clean and tidy at the end of the hire.
- If you scratch or mark the floors, you may be charged a fee for floor repairs.
- Damage to the building should be brought to the attention of the Manager at the earliest opportunity. Failure to report damage may result in further charges or loss of facility access. User groups will be charged for the repair/making good of all damage.
- Strictly adhere to your booking times. You cannot enter a space earlier or leave later than the times stated on your invoice.
- The University accepts no responsibility for accident/misuse of University property, loss or damage to personal property, or the property of the Hirer, who is advised to take out an appropriate policy. This extends to equipment hired from external sources. Hirers are required to provide loss of income/compensation insurance for their employees and volunteers in addition to public liability insurance.
Staff employed by the CPL will be covered by the University's insurance. The Hirer must provide evidence of their public liability insurance to the Manager if requested. The insurance must be with a licensed Australian insurance company, unless otherwise agreed, and must be current and paid in full.
- Parking is not available for hirers of the studio and the University does not provide parking for studio patrons. All parking signs must be followed. Parking tickets are official police infringement notices. Please visit the UNSW website for more info on parking.
- Hirers shall carry out their activities in such a way so as to avoid any interference, (particular by way of sound), with the normal activities of the surrounding offices, studio and study spaces. Primary consideration must always be given to School events. No rehearsal, performance, or part of a rehearsal or performance may take place outside the studio.
- STUDIO ONE must never be left unlocked and unattended.

CANCELLATION POLICY

- All cancellation notifications must be in writing to the CPL at cpl@unsw.edu.au
- Deposits are not refundable.
- 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.

If you require any further information please contact us on 02 9385 5684 or email cpl@unsw.edu.au.

UNSW Creative Practice Lab