# **Studio Hire Contract**

Welcome to Jibasso!

This document contains important information about the Jibasso Studio as well as Terms and Conditions for hiring the space. Ensure you read over this document thoroughly.

Please return this Form to us. We’ll do our best to provide your preferred hire block. Please contact us for availability.

## Contact Information

Full Name:

Business Name:

Mobile:

Email:

Website:

## Hire Proposal

\*If this form is in relation to ongoing hire with us, please write “ongoing” in dates below and specify the day of week you are hiring on a regular basis.

Proposed Date/s of Hire:

Proposed Session Start & Finish Time/s:

Purpose of Hire:

## Administration

Bookings and general administration are the sole responsibility of the hirer.

## Hire Conditions

**Payment**
The preferred payment method is Bank Transfer due the morning of hire, on a session-by-session basis. Please use your full name or business name as payment reference and send your remittance to events@africandrumming.com.au upon payment.

**Public Liability**Please note all teachers are responsible for providing a safe space and environment and must have their own Public Liability. Please provide a copy of your current Public Liability Insurance to events@africandrumming.com.au. African Drumming takes no responsibility for and loses or damages while hiring the space, or for any guests/customers of the hirer.

**Cancellation**For ​confirm​ed​ hires​,​ ​there ​is​​ ​a ​cancellation​ fee of ​2​5% ​charge ​for cancellations within ​72 hours ​prior to the hire​,​ 50% for up to 24 hours before​hand​, and 80% ​for same day cancellations.

**Access to the space**Our space is accessed via a coded door system. If your hire occurs outside of business hours, you will be given a unique code to unlock the door to the studio. The door will automatically lock after you enter the code, so you will need to open the door for your guests each time using the same code. You are welcome to give the code out to your guests for them to let themselves in if you prefer. Please note, these codes are only valid for the time of your hire and will also expire after your hire session.

**Using the space**Please take care of the space. The hirer must leave Jibasso in the same state in which it was found. If you’ve turned on the air conditioning/heating unit, please make sure it is switched off when you leave. A cleaning fee or damages fee may be charged in the event that the space is not left as it was found.

The sprung floor in the Jibasso Studio doesn’t like hard or sharp edges, so strictly rubber soled shoes or bare feet only.

**Covid-19 Safety Measures**Please check the current government regulations and guidelines and ensure the appropriate protocol is being followed.

If you have any questions, concerns or special requests please email events@africandrumming.com.au

## Signed

I, the hirer (named below), agree to the above conditions

Name:

Date:

Signature: