

African Drumming
252 St Kilda Rd
St Kilda, VIC 3182

(03) 9525 3073
After Hrs: 0416 053 619

events@africandrumming.com.au



Studio Hire Contract

Welcome to Dogon!

This document contains important information about the Dogon Studio as well as Terms and Conditions for hiring the space. Please take your time to read through this document carefully.

Once reviewed, sign and return the form to us. We will make every effort to accommodate your preferred hire schedule. For availability inquiries, please feel free to contact our Events team.

Administration

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

Hire Conditions

Payment

The preferred payment method is Bank Transfer the day prior to your 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. We can also issue an invoice for payment if that is your preferred method of 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 confirmed hires, there is a cancellation fee of 25% charge for cancellations

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within 72 hours prior to the hire, 50% for up to 24 hours beforehand, 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.

If you require additional setup and/or pack down time, please include this in your requested hire period. As bookings may follow immediately after yours. Please ensure your event concludes promptly at the end of your allocated time.

Using the space

Please take care of the space. The hirer must leave Dogon 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.

Covid-19 Safety Measures

Please check the current government regulations and guidelines and ensure the appropriate protocol is being followed. The hirer and all of their guests must check in via the QR code provided at the space. The hirer is also responsible for checking that each guest is vaccinated according to government guidelines.

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

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Please fill in and sign the hire form on the following page.

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 Start Date: _____

Proposed End Date / OR if ongoing, which day of the week?:

Proposed Session Start & Finish Time/s: _____

Purpose of Hire: _____

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Signed

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

Name: _____

Date: _____

Signature: _____