

Still @ the centre

3 Centennial Circuit – Byron Bay NSW 2481

phone: (02) 66 85 58 08 – email: still@the-centre.com.au

www.the-centre.com.au

Workshop spaces available to **rent**



The Studio



The Gallery

Still @ the centre has two spaces available to rent for workshops, classes, seminars and other events.

The Studio, a large workshop space (130m²), is bright and spacious with a painted floor.

The Gallery, is just that, our gallery space which can be used for shorter and smaller events - it can seat 60 theater style. This is available during the centre's normal business hours only.

Tables and chairs are available. Easels, art material trolleys, stools and tarps are available for art workshop use. There is also a CD player, a fridge, an urn/kettle and mugs.

In addition to the *Still @ the centre* art classes and workshops, other events and workshops already held include *Art Workshops Australia's* masterclasses, Byron Writers Festival presentations and workshops, ACE classes incl Zom Osborne's 'Creativity will Change your Life', Shearwater Steiner School's 'Gifted' art auction, John Barter's 'Mindfulness Mediation', Isaac's satsang, Meike's women's group, yoga classes, Cape Byron Steiner art exhibition and Amatori choir & orchestra rehearsals.

Rental Costs:

3 hours midweek (minimum hire)

The Studio

\$75

The Gallery

\$50

3 hours on a weekend

\$100

\$50

Full Day

\$150

Weekend Hire

\$275 (additional days \$125)

A completed/signed rental form must be provided and a deposit of 50% of the rent due is payable on booking. The balance of the rent will be payable at the start of the workshop. A \$100 bond is also payable – this will be refunded in full provided the key is returned in a timely manner and provided renters tidy up, return equipment to its appropriate storage space, clean all spills and leave the workshop space in its original condition (tarps are available for use for messier workshops). Replacements for breakages, missing equipment, or damage requiring repair will be paid for from the bond or invoiced to the hirer if greater than the bond.

Individuals, or the representative of organisations renting the space, accept full responsibility for running their workshop, collecting student fees and looking after students' welfare.

All the facilities of **Still @ the centre** will be available to workshop participants during normal business hours including photocopying and digital printing at standard charges. Coffee & tea are also available in the centre during breaks but you are welcome to organise your own tea breaks using the kitchen facilities provided. Nearby cafés, shops and supermarket open 7 days are in easy walking distance for lunch or other supplies.

To enquire about availability or inspect the spaces, please do drop in to the centre at 3 Centennial Circuit (2nd street on the left after the BP) or call us on 6685 5808. We're open Mon to Sat, 9.30am to 5.30pm.

To confirm your booking, please complete the rental form over the page and return it to us with your deposit and bond monies. We look forward to welcoming you and your students / participants to the centre.

Lelli, Noel, Sabine & Vianney

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Workshop space rental

Contact details:

Name	<hr/>		
Organisation	<hr/>		
Address	<hr/>		
Contact Number(s)	Email	<hr/>	
ABN	Website	<hr/>	

Workshop details:

Title	<hr/>		
No Participants	(max)	<hr/>	
Brief Description	<div style="border: 1px solid black; height: 60px;"></div>		

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Ongoing | <input type="checkbox"/> Term | <input type="checkbox"/> School Holidays | <input type="checkbox"/> Casual/One Off |
| <input type="checkbox"/> Full Day | <input type="checkbox"/> 3 Hour (morning) | <input type="checkbox"/> 3 Hour (afternoon) | <input type="checkbox"/> 3 Hour (evening) |
| <input type="checkbox"/> Weekend (Sat & Sun) | <input type="checkbox"/> After School (kids) | <input type="checkbox"/> Holiday (kids) | <input type="checkbox"/> Other |

Please clarify expected workshop hours:

Day/Date (1st choice)	Start	Finish
<hr/>	<hr/>	<hr/>

Equipment required from Still @ the centre

(eg: tables, chairs, easels etc)

Rental:

The Studio

The Gallery

Total rent payable (rental charges are as set out over the page)	(A) \$	<hr/>
50% deposit	(B = A ÷ 2) \$	<hr/>
Bond	(C) \$100	<hr/>
Payable on booking	(B + C) \$	<hr/>
Balance payable on starting the workshop	(B) \$	<hr/>

Payment can be made by cash, cheque payable to "Still at the centre" or direct debit payment to "Still at the centre" BSB: 032 573 A/C: 192878 (if direct debiting, please email still@the-centre.com.au to advise of payment)

No nails, staples, paint or glues are to be used on the walls - blue tak is ok. Gallery rail is available for wall hangings / decorations. All hangings / decorations are to be removed completely. Lights and fans are to be switched off after each workshop or session. The room, wash up space and kitchen are to be left clean and tidy, with equipment returned to its original storage space, crockery washed and put away, cupboards closed, and fridges cleared. Windows and doors are to be shut and locked on departure.

I have read the above terms and conditions of hire and agree to tidy up, clean all spills, replace or pay for any breakages and to leave the workshop space in its original condition. I accept full responsibility for running the workshop, collecting student fees and looking after students' welfare.

I understand that in the event of cancellation up to 1 month prior, I will receive my full deposit back. For cancellations with less than 1 month's notice, the deposit will be forfeited. I enclose my deposit and bond payment.

Signature	<hr/>	Date	<hr/>
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Workshop space rental agreement

Received from:

Name

Organisation

For Workshop:

Title

Dates

Time

Space:

The Studio

The Gallery

50% deposit

\$

Bond

\$100

Total Paid

\$

Balance payable on starting the workshop

\$

Terms and conditions - PLEASE READ

Collect your key from the counter in the shop on the day of the workshop or, if your workshop starts before 9.30am, the day before. Having locked the room after the workshop, please return your key to the shop or, if your workshop finishes after normal business hours, the following day.

The workshop facilitator/teacher is fully responsible for running your workshop, collecting student fees and looking after your students' welfare during the workshop.

All the facilities of *Still @ the centre* will be available to workshop participants during normal business hours including photocopying and digital printing at standard charges. Coffee & tea are also available in the centre during breaks but you are welcome to organise your own tea breaks using the facilities provided. Please make sure that coffee cups are washed up after use (and are NOT used for water containers for paint brushes) and that the kitchen area is left clean and tidy.

No nails, staples, paint or glues are to be used on the walls. Blue-tak is acceptable. Gallery rail is available for hanging pictures / decorations. All pictures / hangings / decorations / blue-tak are to be removed completely.

Equipment should be returned to its original storage space, easels and paint trolleys lined up against the walls, crockery washed and put away, cupboards closed, and fridges cleared.

The workshop room, wash up space and kitchen are all to be left clean and tidy.

Lights and fans are to be switched off after each workshop or session. Windows and doors are to be shut and locked on departure.

Replacements for missing equipment, breakages or damage requiring repair, will be paid for from the bond or invoiced to the hirer if greater than the bond.