

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



“Sand” - Small Space



“Sea” - Large Space

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

“Sand”, the small space (40m²) situated upstairs above the centre, is light and airy, part carpet and part wooden floor with a kitchen/wet area. A vinyl floor covering protects the carpet for art and craft workshops.

“Sea”, the large workshop space (130m²), is bright and spacious with a painted floor.

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 and tea making facilities including an urn/kettle and mugs.

In addition to the *Still @ the centre* art classes, workshops already held include *Art Workshops Australia's* masterclasses, Zom Osborne's ACE course “Creativity will Change your Life”, John Barter's “Mindfulness Meditation”, Isaac's Satsang, yoga classes and Amatori choir & orchestra rehearsals amongst others.

Rental terms are as follows:

	“Sand” - Small Space	“Sea” - Large Space
3 hours midweek (minimum hire)	\$50	\$75
3 hours on a weekend	\$75	\$100
Full Day	\$100	\$150
Weekend Hire	\$180 (additional days \$90)	\$275 (additional days \$125)

A completed and 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. 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.

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 check out the workshop space, drop in to the centre at 3 Centennial Circuit (2nd street on the left after the BP) during business hours (Mon to Sat, 10am to 5pm) or call us on 6685 5808.

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	_____		
Organisation	_____		
Address	_____		
Contact Number(s)	Email	_____	
ABN	Website	_____	

Workshop details:

Title	_____
No Participants	(max) _____
Brief Description	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Ongoing | <input type="checkbox"/> 8/9 Week 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 |

For weekend hire, please clarify expected workshop hours:

Day/Date (1st choice)	_____	Sat	_____	Sun	_____
		Day/Date (2nd choice)			

Equipment required from Still @ the centre

(eg: tables, chairs, easels etc)

Rental: "Sand" - Small Space "Sea" - Large Space

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

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. 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 _____ Date _____

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Workshop space rental agreement

Received from:

Name

Organisation

For Workshop:

Title

Dates

Time

"Sand" - Small Space "Sea" - Large Space

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 10am, 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, we will organize a drop off.

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 are to be removed completely.

Lights and fans are to be switched off after each workshop or session.

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

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. 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.