



## DANCEFACTORY

### 2025 STUDIO HIRE BOOKING FORM

Please fill in the following form and return with your Insurance - Certificate of Currency.

The minimum hire is 1 hour and our normal hours available for hire are:

Monday to Wednesday: 9:30am - 9pm

Thursday: 9:30am – 8:30pm

Saturday: 9:30am – 3pm

**We are hoping to open Friday night's 6-8.30pm & Sundays 10am-2pm. If 2 or more hirers would like to book regularly, we could possibly reduce the hire rate.**

### **STUDIO SIZES (approximately) in metres**

|          |                 |         |
|----------|-----------------|---------|
| Studio 1 | 11 x 11 = 121   | Large   |
| Studio 2 | 7 x 7 = 49      | Small   |
| Studio 3 | 7 x 10 = 70     | Medium  |
| Studio 4 | 10 x 11.5 = 115 | Large   |
| Studio 5 | 7.5 x 4 = 30    | X-Small |

### **STUDIO HIRE RATES:**

| Studio | Normal Hourly Rate | Normal Day Rate (8 hours per day) | Normal Weekly Rate (40 hours per week) | Outside Normal Hours & Sunday Hourly Rate |
|--------|--------------------|-----------------------------------|----------------------------------------|-------------------------------------------|
| 1      | \$82               | \$576 (\$72 p/h)                  | \$2680 (\$67 p/h)                      | \$107                                     |
| 2      | \$60               | \$440 (\$55 p/h)                  | \$2000 (\$50 p/h)                      | \$82                                      |
| 3      | \$67               | \$496 (\$62 p/h)                  | \$2280 (\$57 p/h)                      | \$84                                      |
| 4      | \$82               | \$576 (\$72 p/h)                  | \$2680 (\$67 p/h)                      | \$107                                     |
| 5      | \$50               | \$360 (\$45 p/h)                  | \$1600 (\$40 p/h)                      | \$72                                      |

Further discounts available for 5 day week hires for periods of 2 or more weeks.

Studio hire is payable in advance for all clients. This will secure your booking.

Confirmation of booking can only be made once hire is paid in full.

### **ONGOING/REGULAR HIRERS**

Hire must be paid monthly – one month in advance.

### **SOUND SYSTEMS**

Sound systems are provided but we ask that our hirers please bring your own audio cords (2-1 connection). If you do not have your own, there will be a limited number available at reception but will require a \$5 deposit that will be returned when the cord is returned to reception.

225 Swan St Richmond 3121  
Ph: 03) 9429 9492 E-mail: [dancefac@netspace.net.au](mailto:dancefac@netspace.net.au)  
Web Site: [www.dancefactory.com.au](http://www.dancefactory.com.au)

In respect and fairness to Dance Factory staff and all clients that use the studios, we ask that you finish on time, vacate your studio **promptly**, clean up, return tables/chairs and turn off the equipment. If you wish to go longer than your booked hours, and it is still within our operating hours, please give prior notice to reception so they can check availability and arrange payment.

Please inform us if you notice anything that needs to be repaired or you are having trouble getting into your studio on time.

Please Note: the staff area is off limits to all students but hirers are welcome to use these facilities.

### ***Terms and Conditions of Use***

- Payment must be made before use. No refund or transfer of payment will be given under any circumstances for a cancellation or change of a hire.
- Dance Factory can invoice the company for payment of studio hire. (Payment must be received before the hire dates and hire is only confirmed once payment is made).
- Permanent Hirers - When filling out the booking agreement please indicate any days/times hire will not be required throughout the year. If you don't state these days/ times you will still be liable for that hire payment.
- Hirers must have own Public Liability and Professional Indemnity Insurance, as you are not covered under our insurance policy. A copy of your policy must be supplied to Dance Factory prior to hire. If you do not have your own cover a waiver form must be signed. Companies, businesses and regular hirers must have their own insurance – a waiver cannot be accepted.
- Hirer is responsible for own Licensing Rights, i.e. APRA, AMCOS, ARIA, PPCA
- Dance Factory does not have a permit for live music (excluding pianos/keyboards)
- Dance Factory is also a full time performing arts studio and consideration for other studios in progress is much appreciated.
- Dance Factory shall not be liable for any loss, theft or damage sustained by the Hirer or any person or firm supplying any article to the Hirer by reason of any such article being lost, damaged or stolen.
- Any equipment brought onto the site by the hirer is done so at the hirer's own risk. Dance Factory accepts no responsibility for any loss, damage or theft of a hirer's equipment or effects, even if permission has been given to store these on site.
- Remotes for heaters/AC's are kept at reception. Please make sure you turn them off before returning remotes.

**Keep these pages for your records**

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**DANCEFACTORY**

**RETURN THIS PAGE TO DANCE FACTORY**

Company Name:

Contact Person:

Contact Number/s:

Email Address:

Postal Address:

Purpose of Hire:

One off hire or ongoing hire?

Special Requests (eg tables and chairs):

Do you have Sets or Props that need to remain in the studio?

I have read and understood the terms and conditions of use (please tick) ☐

I have supplied a copy of my Public Liability & Professional Indemnity Insurance – Certificate of Currency (please tick) ☐

Signature  Today's Date:

| Date Commencing                             | Day/s | Time Start | Time Finish | Studio Size or Number |
|---------------------------------------------|-------|------------|-------------|-----------------------|
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
|                                             |       |            |             |                       |
| DATES HIRE NOT REQUIRED (FOR ONGOING HIRES) |       |            |             |                       |
|                                             |       |            |             |                       |

Do you require an INVOICE? ☐

Payment options available: cash/eftpos/phone/bank transfer    Banking details: BSB 063 166 ACC 1002 4887

Payment for Regular/ Ongoing Hires:    MONTHLY ☐    2 WEEKS IN ADVANCE ☐    (Please tick)

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