

By booking space at Empire Creative Studios, the Hirer accepts the following terms and conditions without exception.

BOOKINGS & CANCELLATIONS

General Notes

Bookings are confirmed upon acknowledgement by email from Empire Creative Studios theteam@empirecreativestudios.com.au.

Until this acknowledgement has been received the booking is not confirmed. The Hirer is not permitted to sub-contract or sub-let the Studio or equipment to any third parties.

The Hirer is responsible for all activities and students using the space under their hire and must carry their own licenses for playing music and insuring their staff/patrons. Please make sure all patrons are respectful of the space and facilities, and that they are kept clean and safe at all times. The kitchen, bathroom facilities and reception area are all shared areas so there may be people utilising those spaces during your booking, it is your responsibility at the end of your usage to make sure all of these common areas are left clean and tidy as you find the studio, please remove any waste/food scraps into the green bin at the back. Everyone will ensure that there is minimum disruption to your classes. Please be respectful of other people in the studios and keep loud music or excessive noise to a minimum if others are also working in the space. Empire Creative Studios is not liable for acts out of its control that affect your hire, such as power outages, weather or emergencies. In such cases, a portion of Hirer's payment and/or a reschedule of the studio booking may be negotiated;

Booking Time - IMPORTANT NOTE

Your booking time includes all your bump in and bump out requirements which includes all set up and pack up time. Therefore, please ensure you book the right amount of time. Please arrive on time and make sure you are packed up and ready to leave by your scheduled finishing time. We allow 30min after your booking before security will notify us of additional stay time and any extra time required over your booking time will be charged according to the rates listed.

Security

We now have 24hr monitored cameras and alarms systems in place. Each month the lock box key drop box code will be changed.

No-Show

Failure to arrive (no-show) for a booking will incur 50% of the total booking fee.

Cancellations

We understand that cancellations are often out of your control - please submit in writing your application for cancellation. Please note, cancellations will not be taken over the phone, they must be requested and put into writing. Email cancellations to:

theteam@empirecreativestudios.com.au

Cancellations with less than 48 hours notice will incur a charge equal to 50% of the total fee;

Rescheduled Bookings

Rescheduled bookings (due to unforeseen circumstances) which are rescheduled beyond 7 days of the original booking will have no additional charges if the booking still goes ahead on the new date;

Access & Induction

Ordinary hours of studio bookings are Monday to Friday, 3.30-8pm and Saturday 9-2pm. If your booking falls (or extends) outside of these times, you will need to be inducted into the studio space - how to locate lights, power points and special access, how to lock up, security etc. Please arrange with the studio manager as soon as possible to come in for a tour and for access details;

Parking

Our parking bays are designated by black poles at the front of the studio, additional bays are located by the grassed area. Please do not park in front of the other businesses in our unit block in business hours.

Invoicing & Payments

Payment terms are 7 days prior to your date of use. Please ask for an invoice at the time of booking if you require one.

Payment details are by bank transfer only:

Empire Creative Studios Pty Ltd

BSB: 086 492

A/c: 722289619

GENERAL TERMS & CONDITIONS***Cleaning***

The Studio must be left the way it was found. Please check bins and toilets at the end of your use. There is also a broom and a mop in the kitchen for any spillage and the council bin is at the back door. Please wash any dishes used.

A \$50.00 cleaning charge will be applied if the studio is left unsatisfactory.

Equipment Hire

Any equipment hired/used as part of hire is not to leave the premises and must be used with care.

Any damage caused to the equipment during hire will be the responsibility of the hirer and you will be expected to cover the costs of repairing or replacing any damaged equipment.

RISK AND LIABILITY

The use of Empire Creative Studios premises and equipment is entirely at the Hirer's risk. The Hirer hereby agrees that Empire Creative Studios and all related individuals will not be held liable for any direct, indirect, incidental or consequential damage, injury or loss to the Hirer, their party or possessions whilst on the premises. Empire Creative Studios cannot accept liability for loss or damage (including loss of earnings) incurred to the Hirer by circumstances that are out of the reasonable control of Empire Creative Studios, including (but not limited to) power cuts, fire, flood, civil disturbance or industrial action. The Hirer acknowledges that there are risks to which they may be exposed by being present in the studio and that they will take care to ensure the safety of all involved in the event or activity related to the hire. Empire Creative Studios cannot be held responsible for loss or damage to any equipment or personal property of the Hirer. No Hirer related property will be covered by any insurance held by Empire Creative Studios. The Hirer is responsible for insuring their own equipment and personal property and that belonging to their clients, assistants, associated personnel and other third-party individuals.

Receiving this notification via email is your acceptance of all the terms and conditions outlined above in this document.

We hope your classes and hire at the studio are a wonderful success as we hope to promote the use of the Empire space as a synergy of businesses and performing arts, supporting choreographers, artists, dancers and all forms of arts in WA!

Kind regards

Olivia and Danielle

Empire Creative Studios

U1 / 2 15 Halley Rd Balcatta WA 6021

The team@empirecreativestudios.com.au

0417 685 769