



# POPART THEATRE

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## **POPART Community Arts Centre** **Studio Hire terms and conditions**

We are thrilled to welcome you to our space, and look forward to seeing you realise your project during your time at POPART.

We've worked hard to establish the space and maintain relationships with those around us that allow us to keep the space working for our community. However, we are bound by some rules and bylaws that we ask those who are using the space to observe the same rules so as to ensure our longevity in the space.

In order to ensure that we are on the same page, please take note of hire terms and conditions :

### **STUDIO USE**

- The agreement is for studio hire and use of the rehearsal space and facilities only
- Store room and production areas may only be used if specifically agreed
- Wardrobe, props, equipment or production materials may be accessed, moved or used without prior written permission.
- No filming for commercial use and or commercial social media distribution - unless disclosed and agreed upon by POPART (with different rates to apply)

### **NOISE & SOUND LEVELS**

- The studio operates within a residential area, thus we are bound by residential bylaws.
- At all times, sound and noise levels should remain reasonable and respectful of surrounding residences.
- Levels for any amplified sound need to be checked, agreed upon and set together with the POPART team and may not be changed thereafter
- ALL venue doors need to be closed during rehearsals and whenever there is amplification. Performers are also asked to be mindful of vocal volumes if the production involves screaming, for example
- When outside, crews need to be mindful of vocal volumes at all times
- No rehearsals involving vocals may take place in the garden
- For those using vehicles, no hooting
- For those using e-hailing services, please wait inside for the drivers, especially when leaving late
- No percussive or amplified instruments are allowed
- Crews are limited to 15 pax on site at a time, unless otherwise agreed.



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## EXTERNAL EQUIPMENT

- Any external equipment brought in is done so at own risk
- We advise anyone bringing in external equipment to insure accordingly
- Any portable equipment should be removed from the venue overnight

## STUDIO CARE

- The studio must be left in the same condition in which it was found.
- All rubbish must be removed or placed in the designated bins.
- Any damage to the studio space, floors, mirrors, equipment or facilities will be charged to the hiring party.
- You are welcome to use our crockery and cutlery. All teams are expected to clean up after themselves with respect to washing of dishes.
- The use of substances are prohibited on the property

## BOOKING CONFIRMATION

- The studio booking will only be confirmed once the quotation has been signed and 50% upfront payment has been received in full.
- The balance of 50% needs to be paid ahead of the first date of hire.
- Any alternative payment arrangements must be agreed to in writing and approved by POPArt executive management

## ACCESS AND RESPONSIBILITY

- The booking party is responsible for all individuals attending the rehearsal or session
- POPArt accepts no responsibility for personal belongings brought into the studio.
- Access to the studio is limited to the agreed booking times only, unless otherwise arranged.

## CANCELLATION POLICY

All cancellations must be received in writing and are subject to a 50% cancellation fee if cancelled within a month of the booking

Hayleigh Evans  
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