



Venue Hire Terms and Conditions:

Payments.

A deposit of 50% is required in order to secure the booking.

Balance is due 7 days prior to your event.

Cancellations.

Full refund for cancellations made more than 30 days prior to the booking. (minus a \$100 processing fee)

50% refund of the booking fee for cancellations made between 30 days and 7 days prior to the booking. (minus a \$100 processing fee)

No refund for cancellations made less than 7 days prior to the booking.

Bond.

The Gallery charges a minimum \$400 bond, 100% of which will be returned if the Gallery is left in its original condition. The bond may be used to pay for any of the following:

- Any additional cleaning or repairs undertaken as a result of the event and will include the cost of any materials and labour at \$50/hr.
- Any overstay and will be calculated in 15-minute increments according to the price schedule published on the web site at the time of booking.
- Replacing any broken glasses at a charge of \$10 per glass.
- Insurance excess.

Noise / Time Restrictions.

As we are located adjacent to residential properties there are noise restrictions in place. Sound must be kept to a minimum (background level only). Guests are to vacate the premises no later than 10pm.

Our Neighbours

We are located adjacent to residential buildings. We ask that our clients and their guests show the highest level of respect for the neighbouring properties. Please ensure that your guests leave the area quickly and quietly at the end of your event.

N.B. the use of BluTack or any kind of tape is not allowed.