



# Printmaking Studio Hire Terms & Conditions

## STUDIO HIRE RATES

No refunds or transfers allowed.

Rates and conditions as effective from June 2018

### Elizabeth Rooney Print Studio

1 hour per Press: \$20

4 hour per Press: \$50

7 hours per Press: \$80

\$60 a day for 4 or 5 days (up to 7 hours a day)

### Current Students/Friends of the Gallery

1 hour per Press: \$12

4 hour per Press: \$40

7 hours per Press: \$60

\$50 a day for 4 or 5 days (up to 8 hours a day)

### Groups of 4 (use of multiple presses)

1 hour: \$35

4 hours: \$60

8 hours: \$100

Each additional person after the 4th (up to 8 persons): \$8 per person per hour.

## Terms and Conditions

1. All Studio Hirer's must follow workplace procedures and instructions provided by the Gallery Lane Cove + Creative Studios. In doing so they take full responsibility of any equipment or Studio damage or injuries that may occur.
2. All hirers acknowledge that they are familiar with the relevant Studio Specific Procedures for the studio they are hiring, copies of which are in each studio along with the location of fire extinguishers, emergency exits and the nearest first aid kit.
3. Hirers comply with advised dress code- closed in shoes, hair tied back. Additional protective wear maybe required (especially when using etching equipment) including apron, acid and solvent proof gloves, mask, protective eye, and ear wear.
4. If any damage occurs to Gallery Lane Cove + Creative Studios equipment this will be at the cost of the hirer. Any accidents or near misses must be reported to the Studio Technician immediately.
5. We are a Nontoxic Studio. Turpentine and solvents are not permitted in our studios. For thinning paints please use vegetable/ linseed oils. All cleaning supplies are provided by Gallery Lane Cove.
6. Studio hire availability is at the discretion of the Gallery Lane Cove + Creative Studios.
7. Hirers are required to provide all their own materials and consumables. Please check website for full list of what the Gallery does have on offer.
8. Studio hire is to be paid for as per the instructions given by Studio Technician.
9. The hire of the space is for the allotted day and time only. Studio hire half day is based on 3 hours of hire ex. 9.30am - 12.30pm or 1.00pm - 4.30pm. Ensure you clear and vacate the studio at the end of your allocated time.
10. Please notify Studio Technician if you have an existing medical condition or disability or are taking prescribed medication that may affect your ability to use studio equipment safely.
11. Studio Hirer's must provide the office with full contact details and payment for studio hire prior to use. Your contact details will be made available to your hire group unless you tell the office otherwise.
12. As a Hirer you are responsible to return the space clean and tidy; equipment correctly packed away, lights and air con turned off, windows closed, and doors properly secured.
13. Hirers must not bring children or guests into studios. Guests are always welcome in the Gallery and public areas.
14. Print Studio Hirers must have completed OH&S training by Studio technician prior to hire period.
15. The consumption of food and drink are prohibited within the Studio, except for bottled water.
16. Do not bring toxic or hazardous substances into the Studio without consulting Studio Technician prior.

### Out of Hours Hire:

1. For all external hirers using the space outside of hours (10am - 4:30 weekdays and 10:00am - 2:30pm Saturdays) you must acknowledge that you are solely responsible for leaving the studio space as you found it, clean and tidy.
2. You must be solely competent in entering and locking up the studio space correctly.
3. You must keep all access information and codes confidential.

Failure to comply with any of the above may result in you being asked to leave the studio.

I have read and understand the points outlined in this document.

Hirer Full Name: (please print) .....

Email Address:.....

Mobile Number:.....

Hirer signature:

Date:

.....

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Studio Technician

Gallery Manager

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For further queries please contact  
**Gallery Lane Cove + Creative Studios**  
164 Longueville Road, Lane Cove 2066  
(02) 9428 4898  
0490 749 854  
info@gallerylanecove.com.au

## Materials To Bring with You

Please find below a list of materials *not provided by the studio*.

We recommend bringing these with you on the day.

1. Rags – Please bring your own rags for cleaning and inking.
2. Tarleton
3. Inks
4. Paper for printing on.
5. Registration Sheets.
6. Binder oils for inks.
7. Towels for drying out paper.
8. Spray bottle for dampening paper.
9. Newspaper for packing your prints
10. Phonebooks
11. Newsprint
- 12. Press Runners. These are essential if you are planning on printing relief – Please bring runners with you that match the height of your printing block.**
13. Tissue paper for storing works for safe travel and folder or portfolio for taking works and paper home in.
14. PPE when using the acid bath, these must include Chemical resistant gloves and safety goggles.