

CLIFTON SCHOOL OF ARTS
FREQUENTLY ASKED QUESTIONS ABOUT HIRING THE VENUE
As at 21 March 2023.

These Frequently Asked Questions are provided to answer some of our most common Venue Hire enquiries; however, they should be read in conjunction with our Venue Hire Terms and Conditions.

THE VENUE

Who can hire the Clifton School of Arts (CSA)?

To hire the CSA, you must be a resident in the Wollongong Local Government Area, have a familial or historical link to the area, or have been a member of the CSA for at least a year.

What events and activities are permitted in the CSA?

The CSA is an ideal venue for art and other exhibitions, music recitals, conferences, Pilates and yoga classes, and art and craft workshops.

Can I hold a birthday party?

The CSA can be hired for children's' birthday parties, but not for teenage or adult parties.

Can I hold a wedding ceremony?

Yes, you can hire the CSA for your wedding ceremony. However, Wollongong City Council does not permit the CSA to hire the venue for wedding receptions.

Is there parking available?

There are a few car spaces available at the rear of the CSA and a small public car park opposite the building.

Are there noise restrictions?

Wollongong City Council regulations prohibit amplified music at the CSA. Noise emanating from the premises must be at a level that would give no cause for complaint from residents of the area, therefore all noise and outdoor activity should cease by 10.00pm between and including Sunday to Thursday and by midnight on Fridays, Saturdays, and days immediately before public holidays.

What type of spaces does the CSA have to hire?

The CSA comprises.

- The Seacliff Room is upstairs in the building and is 63 sq metres in area and can accommodate 50 people.
 - The History Room is downstairs and is 24 sq metres in area and can accommodate 10-15 people.
- Both rooms are available to you when you hire the venue.

What lighting do the rooms have?

Both rooms have art gallery quality lighting.

What facilities does the CSA building have?

- A small kitchen
- A bathroom/toilet

What equipment and furniture are included in the hire?

Please refer to '*Venue Equipment Included with the Hire*' at <https://artsclifton.org/make-a-booking/> for a list of the equipment and furniture included in the hire.

Is there internet access?

No

Can I view the venue before booking?

Yes. You can make an appointment with our Venue Manager by calling: 0400 339 743

BOOKING

How do I book the CSA?

To book the CSA, please use our online enquiry form, following the steps outlined below:

1. Review the availability calendar to ensure availability of dates.
2. Select the days you would like to hire the CSA. Please note that, at this stage, your booking is unconfirmed.
3. Complete the enquiry form, accept the 'Terms and Conditions' and press 'send.'

4. Our Venue Hire Coordinator will respond to your enquiry. Please note that a booking is only pending until full payment for the hire is made.

Can I make a regular booking?

- Bookings for regular classes are available:
 - ✓ Monday evenings 6pm onwards
 - ✓ Tuesday mornings between 7-9am (must be packed up & out by 9am)
 - ✓ Tuesday evenings 6pm onwards
 - ✓ Wednesday mornings between 7-9am (must be packed up & out by 9am)
 - ✓ Wednesday evenings 6pm onwards
- 10 or more bookings need to occur in a financial year.
- Fees are invoiced monthly in arrears.
- A refundable bond applies to the venue, and the CSA holds this for the duration of the booking.

Want to make a regular booking?

Contact our Venue Hire Coordinator on 0437 576 251 for more information.

How do I cancel my booking?

Cancellation of a booking must be made in writing to the CSA
artscliftonnsw@gmail.com

- If 14 days or more of notice is given before the accepted hire date, any fee already paid will be refunded by the CSA less an amount of \$50 or 25% of the hiring fee whichever is the greater.
- If less than 14 days' notice is given before the accepted hire date, there will be no refund of the hire fee.

PAYMENT

What are the Venue Hire Fees and Charges?

Please refer to '*Hire Charges for 2023*' at <https://artsclifton.org/make-a-booking/> for a list of the hire fees and charges.

Is there a bond?

All hirers are required to pay a refundable bond as detailed in the Venue Hire Terms and Conditions. Bonds will be refunded upon the premises being left in a satisfactory condition as determined by the CSA Venue Manager. Costs associated with not meeting conditions of hire may be deducted from your refundable bond prior to refunding. The bond will be refunded to the hirer's bank account.

When is a booking confirmed?

The booking is confirmed when a completed hire agreement has been submitted, the hire fee and bond paid, and the agreement accepted by the CSA.

What types of Payment are accepted?

Once your booking has been accepted by the Venue Hire Coordinator you will be sent an invoice. Invoices can be paid by direct deposit.

EFT/Bank Details

Clifton School of Art Inc

BSB 062607

Acc No. 10052316

CONTRACTS AND LEGAL

What are the terms and conditions of hire?

Please refer to '*Venue Agreement and Terms and Conditions of Hire*' at <https://artsclifton.org/make-a-booking/> .

What insurance requirements are needed?

Commercial, for-profit events and all regular hirers must be covered for Public Liability Insurance (PLI) through their own resources and provide a copy of the current policy indicating a minimum cover of \$20 million dollars.

For casual hirers who do not have PLI, please see the CSA Venue Hire Terms and Conditions for details of the PLI you can purchase from the CSA.

What documentation do I need to provide?

Evidence of Public Liability Insurance.

LOGISTICS AND ORGANISATION

How do I gain access to the building?

You will be provided with a code to access the key safe at the upstairs entrance to the building.

Do I need to clean the venue afterwards?

Yes. At the end of the hire period, the hirer is expected to return the venue, which includes the kitchen and bathroom, to the clean condition it was in at the beginning of the hire.

Hirers must leave the premises in a clean and tidy condition. All property of the hirer must be removed. Equipment and tables and chairs must be returned to the appropriate storage areas, kitchen benches and sinks wiped clean, bathroom and floors cleaned. Rubbish must be placed into the appropriate bins provided. Please note, cleaning equipment is provided.

What is included in the hire time?

Your hire time must include set-up, pack down and cleaning. Should you have contractors bringing food or equipment this must also be done within your allotted time.

Can I leave items in the venue to be collected later?

No, items cannot be left in the venue once the period of hire is complete, unless you have received prior approval.

Who should I contact during my hire if there is an issue?

Call 0437 576 251 or Emergency Services on 000.