

# Gallery 1855

2 Haines Road, Tea Tree Gully

## Application pack for hirers of studio

- Studio information
- Hiring rates
- Building Hire Permit (Studio hire agreement)



CITY OF  
TEA TREE GULLY  
*Naturally Better*

Gallery 1855  
2 Haines Road, Tea Tree Gully  
For further information:  
Tel: 8397 7444  
Email: [arts@cttg.sa.gov.au](mailto:arts@cttg.sa.gov.au)  
Visit [www.teatreegully.sa.gov.au](http://www.teatreegully.sa.gov.au)

# Studio information

Gallery 1855 includes a studio facility. A space available for groups or individuals to hire for visual art, craft and design activities.

The studio includes:

- Tables
- 20 fold chairs
- Cleaning material (broom, mop, etc)
- Painting sink
- Cutlery, crockery, microwave, fridge and kettle.

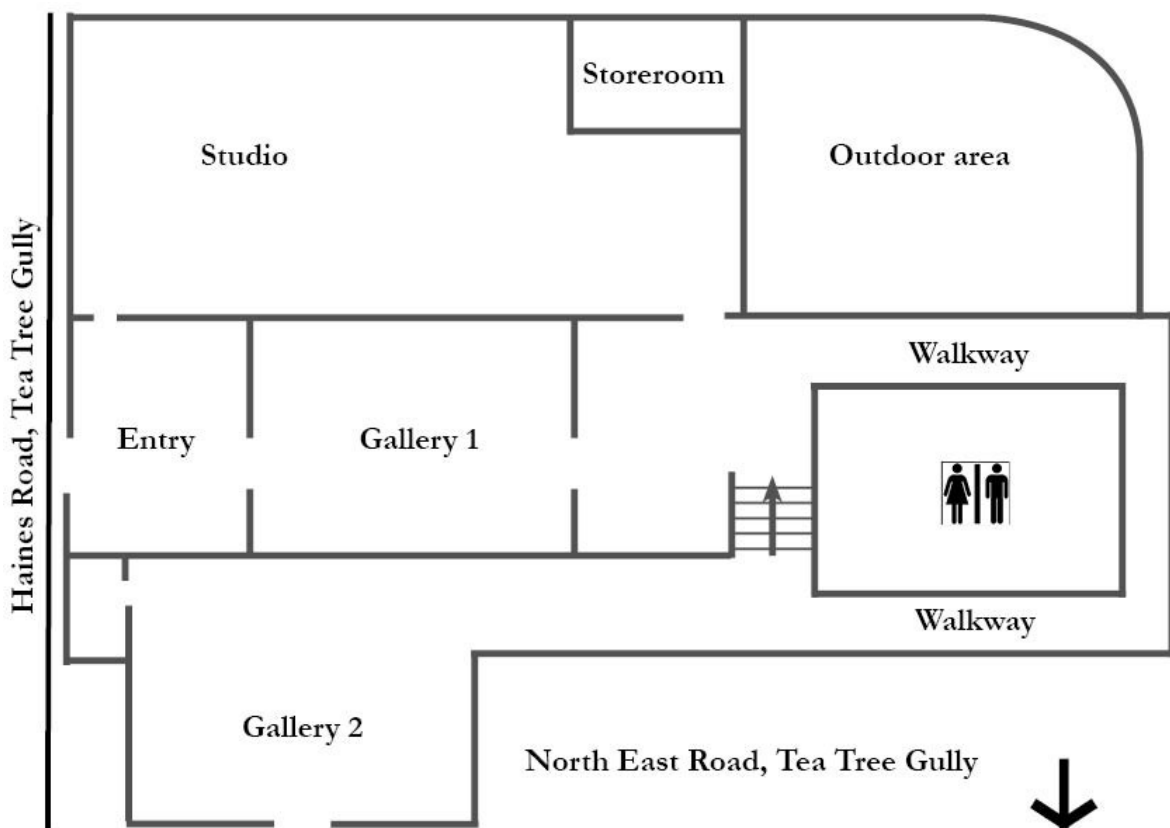
## Guide to numbers

Presentation and demonstrations - 30 people

Workshops, classes, group activities . Up to 20 people (depending on the activity)

## Book the space

Booking the space is subject to availability. Please contact the Arts and Culture Officer on 8397 7444 or email [arts@cttg.sa.gov.au](mailto:arts@cttg.sa.gov.au) to check the availability of space before filling in the Hire Permit.



# Gallery 1855

2 Haines Road, Tea Tree Gully

## Studio hiring rates

The fee structure for the studio has been designed to maximise accessibility.

Please contact the Arts and Cultural Officer on 8397 7444 or email [arts@cttg.sa.gov.au](mailto:arts@cttg.sa.gov.au) for further information or a quote on hiring the studio.

Private commercial hire, per hour	Local community users (within CTTG) per hour	Community users (wider metropolitan Adelaide) per hour
\$50.00	\$13.00	\$22.00

Additional fees if required	
Additional cleaning.	\$66
Replacement of lost swipe card	\$55
Security callout fee	\$200

Income raised through hiring the studio offsets building maintenance costs.

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## Building Hire Permit

571 Montague Road, Modbury SA 5092, 8397 7444

I, \_\_\_\_\_  
(Name of Applicant – Applicant shall be referred to as "Permit Holder" following approval and payment of fee)

for and on behalf \_\_\_\_\_  
(Organisation, Business, Group)

of Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile: \_\_\_\_\_

Hereby make application to the **City of Tea Tree Gully**

to book the \_\_\_\_\_  
(Name of Facility)

for the purpose of \_\_\_\_\_  
(Name of the Activity/Event)

Date/s of Hire: \_\_\_\_\_ Access required \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

between the hours:

Activity/Event to \_\_\_\_\_ am/pm  
commence:

Alcohol will/will not be served

Expected Number of Attendees: \_\_\_\_\_

We are a (please tick) ☐ Community Group ☐ Commercial Group ☐ Private Function

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE PERMIT CONDITIONS (AS OUTLINED ON THE REVERSE OF THIS PAGE) AND AGREE TO ABIDE BY THE SAID CONDITIONS.**

### Signed for and on behalf of the Permit Holder (Applicant)

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Signature \_\_\_\_\_

### Permit Approved by or on behalf of the Council

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Signature \_\_\_\_\_

### TAX INVOICE

Name: City of Tea Tree Gully

ABN : 694 885 629 69

Address 571 Montague Road, MODBURY SA 5072

Phone 8397 7444, A/H – 8397 7415

Qty	Description	Account Ref.	Price/Unit	Total (Excl GST)	GST	Total (Incl GST)
	Hire Fee					
	Security Bond					
	Security Guards					
	Key ID:					
Total GST Charge					\$	
Total amount payable including GST						\$

## The issuing of this permit is subject to: -

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to the General Guidelines for the Hiring of Council Buildings.
- C. The permit holder agreeing to all Special Conditions, which the Council may determine.

(Special Conditions Attached: Yes / No)

D. The permit holder paying the prescribed fee.

E. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

### GENERAL CONDITIONS OF PERMIT

The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.

**Public Liability Insurance** - The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

The permit holder shall ensure that it is professionally qualified, licensed or registered to carry out the activity authorised by the issuing of this permit, including carrying any applicable health & safety standards.

Council requires that all electrical equipment and items being brought onto Council property must have been electrically tested and tagged in accordance with AS3760. If electrical equipment and items are present on site at the time of Council's own testing and tagging then the equipment will be tested and assessed suitable for use or otherwise removed.

The permit holder is responsible for the behaviour of their guests/members and for leaving the facility in a satisfactory condition. The permit holder will take reasonable steps to avoid damage to Council owned property, flora & fauna or any services provided in or about the area (i.e. electricity, water,). The permit holder must immediately notify the Council in the event of damage to any Council owned property.

The bookings officer will inspect the building after each booking to assess any damage sustained. The cost of repairs will be deducted from the bond money. If the cost exceeds the bond the permit holder will be required to reimburse the Council for all its reasonable costs to repair or rectify any damage caused as a result of the conduct of the activity.

Council reserves the right to terminate the permit if the permit holder (following the receipt of written notification from the Council of the breach) fails to remedy the breach within the time set out on the notice.

Groups using the building cannot store items in the area between bookings.

The permit is not transferable.

The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.

The facility (including the kitchen) must be left clean and tidy. All tables and chairs must be packed away after use and the room should be left in the same state it was found.

Groups are responsible for their own 'set-up and pack up' of the building which is to be carried out within the period of the permit.

This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

If the Permit Holder wishes to cancel this permit the nominated Council permit authorising officer must be notified.

15. This permit will not come into operation until:

- a. Council has received the appropriate proof of the relevant insurance and
- b. A copy of this document has been returned to the permit holder with Council approval.

If a site is in or adjacent to a residential area, all care must be taken by hirers to ensure that users of the site keep noise to a minimum at all times when on the site or its surrounds. That is, noise is to be kept within the level specified under the Environment Protection (Industrial Noise) Policy 1994 of the Environment Protection Act 1993.

Hirers should note that, under the Equal Opportunity Act 1984, it is illegal to discriminate against persons on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age.

All conditions of hire are outlined in document entitled—Guidelines governing the hire of Council owned facilities—Section D—Casual Hire of Buildings (available on Gallery 1855 website)