



heart centred  
CREATIVE

**Terms + Conditions**

**Payment:** Payment is required from the hirer to confirm the venue booking dates and times. The booking is not confirmed until payment is received by the venue.

**Cancellations:** The hirer must provide a minimum 14-days notice in writing for any cancellations, all reasonable efforts will be made by the venue to reschedule your booking when 14-days notice is provided.

Cancellations made within 14-days of the venue booking date will incur a cancellation fee of 50% of the total venue booking fee. Cancellations made within 2 days of the venue booking date will be non-refundable (cancellation fee equal to the total booking fee).

Recurring studio and pop up venue bookings on negotiated rates require 28 days advance notice for cancellation.

**Public Liability Insurance:** The hirer must hold public liability insurance for the business activities at the venue. The hirer has sole responsibility for damage to the property and/or injury of any person(s) during the booking of the venue. If the hirer does not already hold public liability insurance, this must be sourced prior to the venue booking date. Booking partner [Skoutil](#) can arrange cover if required.

The venue accepts no liability for damage to the property and/or injury to person(s) at the venue during the booking.

If the hirer has any contents or stock within the venue, the hirer is responsible for holding relevant contents and stock insurance. The venue has no responsibility for any contents and stock the hirer has within the venue.

**Cleaning and Property:** The hirer is required to treat the venue with care and respect, remove rubbish on departure, wipe down surfaces, carefully return furniture and props. A cleaning checklist will be provided by the venue.

If the hirer cannot clean the venue at the end of the booking or if the hirer has more than five persons on location, please add on a set clean to your booking.

When booking the venue the hirer is liable for any damage caused. In the event of damage to the venue (building, contents, fixtures and fittings) the hirer is liable and must pay the venue all reasonable costs for replacement or repair.

**Parking:** The hirer must be mindful of neighbours and observe street parking restrictions, clearway outside the venue from 3pm-7pm mon-fri. The venue accepts no liability for parking fines.