

Teaching Room Hire Terms & Conditions

The following is an outline of the Eramboo's guidelines for the hiring of teaching space and facilities. The purpose of the guidelines is ensure that Eramboo runs effectively for all artists and the community. In the event that an instructor or their students do not follow the guidelines Eramboo reserves the right to collect a fee for the cleaning and/or repair of space and facilities used.

- The instructor is responsible for keeping the teaching space clean and tidy at all times. No food or rubbish should be left in the teaching room, kitchen or common areas at any time.
- If an instructor or student uses a common area i.e. kitchen, bathroom or sinks, the hirer should leave this area clean and tidy as found upon arrival.
- At no time are students or course instructors to use the kitchen sink to rinse or wash any type art or painting mediums. All paint and mediums should be washed and rinsed outside the building in the sink across from the gallery entryway as indicated.
- Eramboo is a flora and fauna reserve. Strictly no domestic animals are allowed.
- Eramboo has a legal duty of care regarding children and guests. Children and guests must be supervised at all times. All car parking and bush areas are out of bounds to children and guests. The hirer should understand that Eramboo is a working space for a number of artists therefore children and guests need to be discreet and respectful.
- Upon leaving Eramboo please ensure that all windows, doors and main gate are closed and/or locked. Make sure all electrical appliances are turned off and un-plugged.
Note: Eramboo is not responsible for damage or theft of the instructor/s personal property, equipment and tools.
- The teaching space is not open to the general public except for the teaching hire day(s) and designated time(s) specified upon booking with Eramboo.
- If you are having any issues or difficulties please direct your questions or discussions to info@eramboo.com or Eramboo staff *only*.
- Eramboo is a drug and alcohol free environment. Drugs and alcohol are strictly prohibited for use within the teaching space, common areas.
- Instructors are responsible for supplying their own art supplies, tools and equipment for teaching space. The personal use of Eramboo equipment, tools and furniture is prohibited unless permission is expressly given by staff.
- Instructors and students are to work within the teaching space unless an alternative arrangement has been made with the Eramboo staff.
- Length of teaching hire is one full day including set-up and clean-up unless other arrangements have been made with Eramboo staff. Hire is confirmed by booking and full invoice payment for the teaching room in advance of course.

- Instructor is required to organise their own event management system (ie: Eventbrite) to respond to all enquiries regarding the course outline and/or workshop content, payment, guidelines, supplies list, cancellation and reimbursements.
- Eramboo agrees to advertise course/workshop on their website and social media accounts free of charge once full payment of invoice received and all required information is supplied ahead of time as listed below:
 - Available dates and times of class to be attended.
 - Finalised pricing of course being offered.
 - Finalised and detailed course Title and Outline including description, aims and objectives for participants.
 - Required supplies and materials list for participants in a .doc file.
 - Minimum 3 workshop/instructor/student photos relating to course in finalised .jpeg digital format for marketing use.
 - Working link to payment and/or ticketing system such as an Eventbrite online listing. Visit www.eventbrite.com.au to create a listing for workshops, term courses or events.
 - Background information about course instructor for marketing use (eg: short instructor bio).