

# Eramboo Teaching Space Use Terms & Conditions

The following is an outline of the Eramboo's guidelines for the use of the teaching/workshop 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 space, kitchen or common areas at any time.  
Rubbish is to be put in the bins at the gate or taken away by the co-ordinator.
- If an instructor or student uses a common area i.e. kitchen, bathroom or sinks, they 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 of art or painting mediums. All paint and mediums should be washed and rinsed outside the building in the sinks 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.
- Upon leaving Eramboo please ensure that all windows, doors, the main gate and the bathroom 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.**
- Eramboo is a drug and alcohol free environment. Drugs and alcohol are strictly prohibited for use within the teaching space, common areas and grounds of Eramboo.
- Instructors are responsible for supplying their own art supplies, tools and equipment.  
The use of Eramboo equipment, tools and furniture is to be discussed with Eramboo staff first.
- Instructors and students are to work within the teaching space unless an alternative arrangement has been made with the Eramboo staff.
- The Space must be left clean and all tables, chairs and art supplies put away at the end of the workshop.
- Eramboo will organise the 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.
- Instructors agree to invoice Eramboo for 70% of the amount collected from ticket sales
- The length of teaching space availability is one full day including set-up and clean-up unless other arrangements have been made with Eramboo staff.
- Eramboo agrees to promote the course/workshop on social media if 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
  - Minimum 3 workshop/instructor/student photos relating to course in finalised .jpeg digital format for marketing use.
  - Background information about course instructor for marketing use (eg: short instructor bio).