

## **Agreement for the Use of The Rex Cramphorn Studio**

Individual/Company/Organisation Name:

\_\_\_\_\_

Is to be granted access to The Rex Cramphorn Studio for the following dates (inclusive).

\_\_\_\_\_ to \_\_\_\_\_

*The Rex Studio user agrees to the following:*

- To pay a refundable deposit of \$40.00 for the key to the Rex Studio
- To arrange bump-in and bump-out during office hours on weekdays, as the Technical Director and Departmental Staff are not to be called in on a weekend.
- To ensure the building is locked and the alarm activated on vacating the premises after each usage
- 24 hour access
- To ensure the building is left in a clean and tidy condition at all times
- Not to remove anything belonging to the Department of Performance Studies or its affiliated organizations from the building
- Not to touch or interfere with any set, prop, costume, tool, sound or lighting equipment
- To notify the Department's Technical Officer *in writing* of *all* individuals who will be accessing the Studio and provide their names and contact details
- To be responsible for any costs for repairs or replacement of any equipment damaged or removed from the Rex Studio whilst a key to said premises is in the possession of the user
- Not to enter any other part of the Department's premises unless agreed to in discussion with Departmental staff *and* the Department's Technical Director
- Not to use telephone/fax/photocopiers or office equipment unless agreed to by Departmental staff. (Costs will be met by the user.)
- Not to construct or paint any set, stage property or costume property in the Rex or in the area immediately outside the Rex
- Not to paint walls or floor or fix anything to walls or floor unless agreed to by the Department's Technical Director
- To ensure that all floor tape, rubbish, props etc. are removed at the end of the usage period
- That the fridge, cups etc. are left clean and tidy and food scraps be removed.

Special Conditions:  
(To be agreed in consultation with the Technical Director.)

*By signing this document the user agrees to pay for the repair of any damage caused by the user or their agents to the Rex Studio building or any resource located within the Rex Studio.*

*The Department of Performance Studies reserves the right to terminate this agreement forthwith should any of the above conditions not be complied with.*

Fee (where applicable) \$ \_\_\_\_\_.

Date of Agreement: \_\_\_\_\_.

I have read and understand the conditions contained in the above agreement.

Signed on behalf of Studio User: \_\_\_\_\_

Approved by Technical Director \_\_\_\_\_