



Application to Hire Venue Facilities

Hire Enquires

All correspondence must be addressed to: Director: Robyn Mah

Lane Cove Music and Cultural Centre
1 Pottery Lane (Lower Ground Floor)
Lane Cove, NSW 2066

ABN: 83-309-790-184

Telephone: 02 9427 8027

Email: lcmcc266@tpg.com.au

www.lanecovemusicandculturalcentre.com

Office Hours

Mon Tues Thur Friday 10-4pm.
Other times by appointment

Deposit Refund

Please provide your bank details for refund of Hire deposit by direct deposit

Account Name:

BSB:

Account Number:

I have read the Studio Terms and Conditions of Hire and I agree to the same.

Signature of Hirer:

Date ___/___/___

Please complete this form, make a copy for your records and return to the Director with attachments within 7 days of your booking.

Name

Address

Contact number

Email

BOOKING DETAILS

Studio/Meeting Room/Main Music Room
(Please indicate room/s required)

Main Music Room

Kawai Grand Beale Upright Grand

Booking Date / /

Booking Time:

Nominated Responsible for this booking

Name:

Contact Number:

Please return this section with a copy of the following documents

- Hire fee and deposit fee**
- Copy of your Public Liability Insurance**
- Name & phone of the :**

“Nominated responsible person”.

This person is responsible as “*the last out the door*” to see that the centre is left in order and will be responsible to return to site if requested by the association.

- NSW Working with Children ID number if hire is involving children.**

Lane Cove Music and Cultural Centre Hire Fees

Studio/ Meeting Room No.	Hire Fee General (General Hire is only available outside our normal operating hours which are Mon – Fri 2pm - 10pm Sat 8am-7pm during Public School Term)	Hire Fee Concession (Not for profit Community organisations and Music Tutors and Permanent Bookings)		Studio Contents Each studio is fully air conditioned, with individually coded door locks (a code will be provided for entry)
		Mon – Fri 8am-2pm Sat 7pm-10pm* 8am – 10pm on Sun, Public School Holidays and Public Holidays	Mon – Fri 2pm-10pm Sat 8am-7pm (Limited availability)	
Studio 1 10 m ² (1 Piano)	\$25 + GST	\$20 + GST	\$25 + GST	1 x Beale Upright Music Stand
Studio/ Meeting Room 2 22 m ² (2 Pianos)	\$35 + GST	\$20 + GST	\$30 + GST	1 x Young Chang Grand 1 x Beale Upright Music Stand CD Player Adjustable Piano Chair Mirror Meeting Table and 10 Chairs
Studio 3 13 m ² (2 Pianos)	\$30 + GST	\$20 + GST	\$30 + GST	1 x Yamaha Grand Music Stand CD Player Adjustable Piano Chair
Studio/ Meeting Room 4 22 m ² (2 Pianos) (The External door in Little street is an Emergency Exit only)	\$35 + GST	\$20 + GST	\$30 + GST	1 x Yamaha Grand 1 x Beale Upright Music Stand CD Player Adjustable Piano Chair Meeting Table and 20 Chairs
Studio 5 15 m ² (1 Piano)	\$30 + GST	\$20 + GST	\$25 + GST	1 x Essex Upright Music Stand CD Player
Studio 6 10 m ² (1 Piano)	\$30 + GST	\$20 + GST	\$25 + GST	1 x Kayserberg Upright Music Stand CD Player Mirror
The Music Room 69 m ² CCTV Monitored	\$50 + GST Min 3 hours booking	\$35 + GST Min 2 hours booking	N/A	1 x Small Kawai Grand 4 Seater Couch Small Kitchen Up to 38 Chairs on request Meeting Table
Terrace Function + Piano Hire Terrace Function Room is hired through Lane Cove Council.	Small Kawai Grand piano or Beale Upright Grand can be hired on application, for relocation to the Terrace Room	24h <u>Grand Piano</u> Hire \$150 Piano Hire Deposit \$500 24h <u>Upright Piano</u> \$100 Hire deposit \$200 Payable 7 days in advance	Piano relocation cost approx \$500 per booking (two way relocation) Must have public Liability Insurance	1 x Small Kawai Grand 1 x Beale Upright Terrace Function Room Hire through Lane Cove Council Annette Marsh 99113621 or amarsh@lanecove.nsw.gov.au

NOTE

Deposit: Security deposit of \$150 is required when booking all studios and meeting rooms.

Cleaning Fee: A cleaning fee of \$130 may be charged if room is not left in order as found.

Changes to Bookings: One change may be made without charge, subsequent changes will incur a \$10 fee per change

Permanent Bookings: This applies to a specified number of booking dates and times, agreed in advance with Director, per term (no refund for missed dates)

*Minimum 3hour bookings on Saturday after 7pm, minimum 2 hours for all other bookings

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