



## **TERMS & CONDITIONS TO HOLD A FUNCTION/ EVENT AT KIDOGO ARTHOUSE GALLERY**

### **Payment**

To secure a function/event at Kidogo Arthouse a booking deposit must be paid at the time a booking is made. This deposit is non refundable should your function/ event be cancelled.

The balance is due 4 weeks prior to the function/event date.

When payments are made through bank transfer on the internet, please make sure that you put your name, event date and purpose on the transfer details.

### **Cancellations**

In the event of cancellation, the client would forfeit any deposits having been made whatever the circumstance.

### **Integrity of the Building and Artwork**

Kidogo Arthouse Gallery is a Heritage Listed building. Under no circumstances can nails be put into the walls or anything else which might cause damage to the integrity of the building's surface or structure.

Please be aware that there may be artwork on the walls as Kidogo Arthouse is primarily a gallery. We would be happy to let you view some of the exhibition images prior to the day.

Should you wish to have some of the paintings removed or re-arranged, please discuss this with Kidogo staff prior to the event. Please note that the removal of artwork is time consuming and will incur a fee of \$500 (minimum) that will be charged prior to the event on top of the price of venue hire.

The safety of the artwork is your responsibility and liability if it is damaged.

The furniture that is in the gallery permanently and cannot be removed are the two shelving/cupboard units against the wall in the gallery, the tall glass fronted cupboard



and the two large white desks (all office equipment will be removed if your function requires it).

No drinks are to be placed on the cupboards and the white table must be covered by a cloth for any event, but can be used as a table during your event.

Kidogo staff will do their utmost to accommodate your wishes and make your day memorable.

### **Event Day/Night**

You are responsible for the safety of the guests and the security of the building and its contents, including all the artwork

You will ensure that liquor is not served to intoxicated persons. You will also ensure that alcohol is not sold on the premises without an appropriate license granted to you by the City of Fremantle Council.

You will ensure that unwanted guests are evicted immediately.

You are responsible for any theft, damage or harm to the Kidogo Arthouse building, furniture, equipment, artwork, staff or guests at the event that you are overseeing and are liable for the costs.

You will ensure that the building is left in a clean state, ready to be open to the public the following day at 9.00am and that all rubbish will be removed and disposed of.

You agree to ring 9335 9636 if you need to alert any Kidogo staff member of any serious problem that needs immediate attention.

### **General**

The gallery owner has the right to cancel an event at any time in the occurrence of non-compliance to these terms and conditions. No refund will be issued as this will be taken as a breach of contract.

The owner of the gallery reserves the right to seek full compensation should any damages occur during the event.