

Conditions of Use

- People booking our spaces can access Wi-Fi and free tea, coffee and water for the duration of their booking.
- Bookings for meeting rooms and spaces can be made directly via our bookings page.
- Please note, a booking is not confirmed unless payment has been made.
- All bookings of Level 6 spaces are for a minimum of 2 hours; level 1 spaces are for a minimum of 4 hours.
- Prices quoted are during business hours, 8am – 6pm, Monday to Friday. Bookings outside of these hours, on weekends and public holidays incur a 15% loading.
- Prices on the booking platform include GST and processing fee.
- Events held outside the standard hours (Mondays-Fridays, 8am – 6pm) require The Studio staff to be present. This is at the discretion of The Studio and will be covered by the venue surcharge.
- Any event that has over 50 attendees and is held outside of standard hours (8am – 6pm) will require security guard(s) to be present. This is at the discretion of The Studio and will be covered by the venue surcharge.
- Where payment is due, this MUST be made at least 7 business days BEFORE the booking commences.
- Where bookings are cancelled outside of 5 business days of a booking commencing, a full refund (minus processing fee) or a credit will be provided.
- Where bookings are cancelled within 5 business days of the booking commencement time, payments will be refunded minus a 50% cancellation fee.
- Where bookings are cancelled within 24 hours of the booking commencement time, payments will be forfeited.
- Where Hirer does not show up for the booking, no refund will be offered.
- Bump in time should be included within the hire hours. Hirer may not come prior to the booking time to initiate ingress.
- The organisation is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the facility. The Hirer releases the organisation from any claim made against the organisation arising out of, in connection with or caused by the Hirer's use of the facility.
- The Hirer indemnifies the organisation from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer's use of the facility.
- The Hirer is financially liable for any/and all damage/s sustained by the venue property whether through their own actions or through the action of their appointed agent or invited guests.
- The Hirer is responsible for returning how the space was when you arrived and left clean and tidy on departure. You may incur additional charges in the instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.
- The Studio reserves the right to refuse or cancel any booking at any point based on its own discretionary assessment of the booking application.
- All usage is bound by [The Studio's Terms and Conditions](#) where applicable.
- All users are expected to agree to [The Studio's Code of Conduct](#).
- For further information on terms and conditions, please see the other policies at the footer of [The Studio website](#).