

WORKSHOP HIRE AGREEMENT & ACCESS POLICY

Megalo Access Arts

Access Hours

Supervised Access is between the hours of 9.30am - 4.30pm Monday - Saturday.

Unsupervised and after hours access is available to approved members on request.

Conditions of Access to Megalo Workshop

1. All members are required to complete a workshop orientation with a staff member prior to accessing the facilities. Orientation includes Megalo's Occupational Health and Safety Procedures and Hire and Access policies.
2. No access is available to any Megalo facilities without a prearranged booking, No person should be in the workshop without agreement of Megalo staff. Workshop bookings should be made at the Megalo office during business hours.
3. If you need to cancel or postpone a booking please give as much notice as possible.
4. Megalo operates on an honour system which requires access sheets to be completed and submitted at the end of each day.
5. Access rates are subsidised to support the production and development of original artwork. Where members and unlimited Access Users are producing **editions for other artists** they should pay at the hourly rate of \$6.60 for each hour of production.
6. Artists and members who use the facilities for the production of work which is not original design work or which is of a purely commercial nature should pay for access at the commercial rate.
7. Access users are asked to treat the workshop and fellow access users with consideration and respect.
8. Each member is responsible for cleaning their work areas and return of equipment.
9. Donation of Workshop Proofs: Members are asked to donate a Workshop Proof from any editions made in the workshop to the Megalo Archive. The Archive is being developed for educational and research purposes. Work for the archive may also include slides, photos or print work from textile artists and designers.

Conditions of Screen Hire and Hire of Litho Stones

Hired equipment will be provided clean to the hirer and should be returned clean Megalo equipment must not be removed from the workshop without permission. The period of Hire is for one month with an option to renew. Payment to be in advance.

Use of equipment

1. Before operating any Megalo equipment you need to have your competency recognized by workshop staff. To be recognised as having the appropriate competency you should make an appointment with the Workshop Manager.
2. If you are unsure how to operate any item of equipment please ask a staff member.

Damage to Megalo Equipment

If you find any Megalo equipment to be damaged or faulty, please contact the Workshop Manager or leave a note if no staff member is present.

Your property

Please note that Megalo does not take responsibility for the safe keeping of artwork, personal equipment or property which is left in the Megalo Studios.

Megalo Access Arts Inc
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