

What the Project Space offers:

In the Space

We have some equipment/furniture that may be of use to your [event/show/workshop/shoot](#).

Please look at the list below and tell us what you would like to use. You are very welcome to come to the space to see how these items might work for you.

Promotion

We want your [event/show/workshop/shoot](#) to be a positive, worthwhile experience for everyone. We are happy to put up your flyers/posters on the Neon Parlour notice board. The design and printing of promotional material is the responsibility of the renter. We may also contribute to some online promotion of your event. This is at the discretion of Neon Parlour marketing.

The quoted price of \$[xx.xx](#) includes the use of the following Items and amenities:

- 2 x Large, high standing tables on wheels(with breaks)
- 20 x High standing white stools
- 20 x Black fold out chairs
- 10 x drawing easels
- 2 x White projector plinths
- 2 x Large white rectangle plinths
- 4 x Medium white rectangle plinth
- 2 x Large moveable wall backdrop//Flats with braces
- Trolley with tea refreshments
- Use of the shared kitchen, bathroom and internet.
- Use of a provided key for the period of hire.
- It is the responsibility of the renter to leave the space in the same clean condition as they found it.
- The clean up needs to be done on the day/night of your hire unless negotiated otherwise.
- If you require assistance with the clean up, including the removal of rubbish/recycling and returning kitchen, floors and toilet back to it's original state, we offer a \$100.00 clean up fee. This needs to be arranged prior to your event. If the space has not been sufficiently cleaned after your event you will be charged this \$100.00 fee.



Available for \$150 per hire day is a PA system with the equipment as follows...

- 1 x Mixer
- 2 x PA Speakers
- 2 x Speaker Stands
- 2 x IEC Electrical cords (for speakers)
- 1 x Behringer power cord (for mixer)

Also available for a separate fee of \$150 per hire day are photography lights + equipment as follows...

- 1 x white box on wheels
- 8x sand bags (orange stripe)
- 2x soft box lights
- 1x overhead soft box light
- Dimmable Red Head kit (3 lights and stands)
- 2 bags

(Photos of this equipment can be provided on request.)

Event pack in/out/running

- It is the responsibility of the renter to leave the space in the same clean condition as they found it.
- All clean up needs to be done on the day/night of hire unless negotiated otherwise.
- If you require assistance with the clean up, including the removal of rubbish/recycling and returning kitchen, floors and toilet back to its original state, we offer a \$100.00 clean up fee. This needs to be arranged prior to your event, and if the space is not sufficiently cleaned after your departure you will be charged this fee.
- It is the renters responsibility to coordinate the pack in, running, and pack out/clean up of the event. A Neon Parlour personnel is not guaranteed to be present during the event/hired time, so any questions or concerns must be brought up before the event, and can be covered in the induction to the space. - Inductions are held between 10 - 4 on Fridays

The Bar

Neon Parlour can provide a bar with a server for your event for an additional \$50 licensing administration fee.

We normally provide wine and beer, and drinks are kept at a reasonable price (around \$8), we are open to adding special drinks if this works for the event.

We pay a server to run the bar, there for a \$50 per hour minimum turnover is required to cover the cost of the bar staff - Please keep in mind when choosing the hours of the bar.

Food.

- If you are providing food we need a \$100 cash deposit.

- If you are providing food, all rubbish must be taken with you. Failure to do so will incur the \$100 cleaning fee.
- Selling of food is NOT permitted.



BYO

- You may make the event byo and ticket your event. This also incurs a \$50 licensing administration fee.
- If there is byo alcohol on the premises we require a \$100 deposit.

Noise

- There is to be no noise out the back door after 11pm.
- The back door needs to be closed from 11pm.

Conditions of payment are as follows:

- A 50% Deposit of hire cost is to be made on confirmation of the booking.
- The remainder of the full payment is to be made 3 weeks prior to event.
- The 50% deposit will be charged for a cancellation within 21 days of the booking.
- Please email payment confirmation to neonparlour@gmail.com

Moving forward this is the information we need from you...

- Title of your event
- Time and date of event
- Time and date you need to hire space (inc set up)
- Link to your online event page - FB/Website and/or an image for your event.
- Paragraph describing the event/project (for promotional purposes)
- Paragraph (bio) on group/teacher/participant artists/bands
- Image/s of artist/group/teacher/participant artists/bands (if necessary for promotional purposes)
- Link to group/teacher/participant artists/bands website/soundcloud/relevant articles etc. (if necessary for promotional purposes)

Questions:

- Will you need a bar/for what hours?
- Estimated number of attendees?
- Will the event be a one off or run over consecutive dates?
- Would you like to create an ongoing event?
- Are there any particular safety concerns?
- Which available items (listed above) do you intend to use?
- What pre-project preparation is needed?
- Are you creating a FB event and/or fliers/posters?
- Do you require clean up assistance/hire

