

NERAM ART CLASS ENROLMENT - Terms & Conditions

CARE OF THE PACKSADDLE STUDIO

The Packsaddle Studio is a space regularly used by a number of different groups and artists. Please leave the Studio in a clean and tidy condition, as there will be other classes following yours. Please be considerate of other users and leave the area as you would like to find it. If there are problems please inform staff in the office.

1. General Conditions

- 1.1 The Packsaddle Studio is a non-smoking venue.
- 1.2 NERAM reserves the right to ban and/or have any person/group removed from the premises where that person/group has, or is likely to cause injury/damage to other persons or property.
- 1.3 No pets or animals are allowed on the premises.

2. Security

- 2.1 The Packsaddle storeroom is for teachers use only and must be kept locked at all times, including class time.

3. Property

- 3.1 Please do not use things in the Studio that belong to others. Do not use the cupboards with padlocks on them. NERAM will provide 24 easels for the use of participants in art classes. Please ensure that these are placed against the wall at the end of the class.
- 3.2 NERAM shall not be responsible for any form of loss or damage arising from the hiring of NERAM's facilities and from events being held in NERAM's facilities.
- 3.3 NERAM takes all possible care but cannot accept any responsibility for damage to or loss of, articles left on the premises.

4. Cleaning

- 4.1 Please clean up after the class and take all your work, equipment and materials home with you. There is no space to store these in the Studio.
- 4.2 Cover your work surface with newspaper before commencing to minimise clean up. Newspapers can be found on top of the fridge (put them back for re-use if they only have dried ink or paint on them).
- 4.3 Please leave all tables, chairs, benches and sinks clean. If oily spots need removing, use the spray cleaner under the sink. Rinse out cleaning cloths and spread out to dry,
- 4.4 Wipe up floor spills as they occur. Drop sheets are available next to the easels for messy but confined activities. Sweep up powdery spills, such as charcoal.
- 4.5 Please ensure that no paints, oils or other foreign matter goes into the sink. There are no grease traps or filters on the sinks. There will be drums provided for waste paint but most other clean up should be done at home.
- 4.6 Dispose of all rubbish (eg food, drink containers), by taking your rubbish home with you. If necessary, there are recycling bins, clearly labelled and items must be appropriately recycled into the correct bins provided however these are only emptied **once a week** and space is limited as they are used for all the classes.

5. Air-conditioning

5.1 Please do not touch the air conditioning in Packsaddle. This is controlled upstairs and if it needs adjusting please ask the teacher to ring the office.

6. Insurance

6.1 NERAM has public liability insurance. NERAM will take all necessary care but is not liable for any loss or damage to person or property suffered or incurred by the teacher.

7. Security

7.1 Please inform the teacher or the NERAM office immediately of any problems. If after hours ring Armidale Inland Security 6766 5007 **or** call either Christine (0401 313 557) or Caroline (0428 042 622) immediately.

8. Glass alarm and breakage

8.1 Do not lean anything on the glass doors as this can set off the alarm. If Security is called to an alarm for that reason the costs will be passed on to the person responsible.

8.2 Please ensure no objects are left outside the Studio. If there are any breakages or damages the person/s responsible will be liable.

CANCELLATION & REFUND POLICY (*please ensure you read this carefully*)

- 1.1** Class fees are set by NERAM and are fixed per term. Full payment (100%) must be made to NERAM prior to student attending a NERAM art class.
- 1.2** Fees are not transferable to another term and are non-refundable once the classes have commenced.
- 1.3** There will be no refunds or transfers given for absences from classes (see 1.6 for exceptions).
- 1.4** Payment or variances to the set fee **cannot** be negotiated with the teacher. NERAM engages teachers on a contract basis and there can be no reduction of fees for non-attendance or late starting/early finishing of an art class.
- 1.5** Should a class need to be cancelled due to insufficient student numbers, students will be notified and either offered a similar course or a refund of the unused portion of the fees paid.
- 1.6** Written requests for a partial refund due to exceptional circumstances (eg. prolonged serious illness or accident, with supporting documentation, eg. a Doctor's certificate), must be made to the office at NERAM. **Notification of withdrawal via a telephone call or conversation with the teacher does not constitute a written notification of withdrawal.**
- 1.7** An administrative fee of \$25 will apply if a refund is approved. In addition a pro-rata fee will be withheld, calculated from the date that written notification was received by NERAM. Any refund agreed to by NERAM will be made by direct deposit or cheque only.
- 1.8** NERAM reserves the right to alter any arrangements for classes either before or during the term, to cancel or terminate a class, or refuse any enrolment as permitted by law.
- 1.9** Agreement to these terms is a condition of enrolment.