

43
Derby
Street

Flexible space hire
— inclusions and T&C

Thanks for your interest in hiring the flexible space at 43 Derby Street. We're excited to offer a space that enables people to create, grow and collaborate.

The following pages contain further information about how the space works, the last page is for you to sign and return.

If you have any questions regarding the space or would like to come and have a look, please email hello@43derbystreet.com or call Jac on 0450 189 308.





Photo by Willem-Dirk du Toit



The fit-out at 43 Derby Street is intentionally restrained, allowing you to inhabit the space in a way that suits your taste and needs.

The flexible space is suitable for:

- Workshops, meetings and classes
- Photography and film shoots
- Team building and off-site brainstorming
- Talks, presentations and readings
- Product demos, showings and launches
- Pop-up retail (weekends only)

What's here

Flexible space

The 50sqm flexible space houses an 8-10 seater Tasmanian Oak table with up to 10 chairs available, a 2.5m tall ficus tree, two armchairs, sideboard, a bench seat and an occasional table. The room can be reconfigured to suit your needs, but must be returned to its original state at the end of your booking.

Kitchen

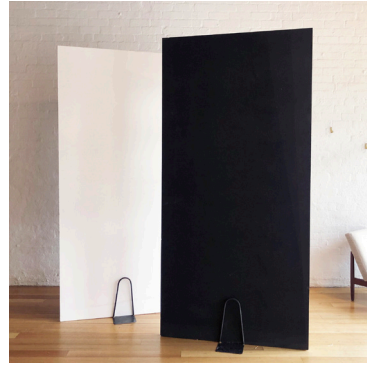
Cooking equipment is limited in our kitchen. There are two benches, a fridge, microwave, dishwasher and kettle in the space.

Bathroom and courtyard

There is one bathroom in the space with shower. The courtyard has a vegetable planter box, a selection of potted plants and a small table and chairs.

The kitchen, courtyard and bathroom are shared facilities with the upstairs workspace. We ask that you be considerate of this when using the space.





In addition to the regular fit-out, we have a variety of equipment you're welcome to use (free of charge):

- 6 trestle tables (1700x600mm)
- 30 stools
- Glassware (36 wine/36 champagne)
- A custom made leaning blackboard
- 5 panel room divider
- Projector
- 2 polyboards and stands
- Workshop equipment
- A range of styling props



Basic, a speaker series held at 43 Derby Street. Photo by Jill Haapaniemi



43 Derby Street is available for hourly, daily or weekend hire. Our minimum hire period is 3 hours.

Rates for hire are:

- Hourly, \$95+GST
- Daily (8hrs), \$700+GST
- 2 days (with items left set-up overnight), \$1800+GST

We are currently capping the number of people in the space. During business hours, we allow a maximum of 10 people. Outside of business hours, 20 people can be accommodated.

What's included

You will have exclusive use of the flexible space (front room) and shared access to the communal kitchen, bathroom and courtyard. Unless arranged prior, the blue room is not available for use. Please do not go upstairs during your visit unless invited or arranged prior (if you do go upstairs the alarm will sound).

Entry

You will be given access to the space via your smartphone (we use a Kevo lock). Your smartphone will act as your key to the front door. The back door key is hanging up in the kitchen. Please return this after using and ensure the back door is locked before you leave.

Time

We understand that your booking may run a little earlier or later, we allow 15 minutes. After that point, unless arranged prior, you will be charged accordingly for each additional hour.

Security

There is a monitored alarm at the space. If you are hiring outside of normal business hours, you will be sent an email with instructions to manage this yourself.

Insurance

You are expected to have public liability insurance and your contents covered too if you choose. We cannot take responsibility for any injury, damage or loss of possession through fire, theft or loss.

Alcohol

If you are selling alcohol, we expect you to abide by the law and arrange a temporary liquor license with the Vic. Commission for Gambling and Liquor Regulation.

Music and noise

Please respect our neighbours by keeping noise at a reasonable level. Music can be played, there is a speaker available to you that is accessible via bluetooth.

Bikes

Please do not bring your bikes inside. They can be parked in the courtyard or out the front.

Cleaning

We ask that you leave the space as you found it. If any cleaning needs to be done, there are products under the sink and a vacuum/mop in the cupboard under the stairs.

Damage

Please take care of everything in the space as if it were your own. If anything is stolen or damaged during the hire period, the person who signs this document is liable for replacement (not repair). There is a table cloth in the top left kitchen draw and coasters on the table, please ensure these are used when needed.

Flexible space hire agreement — 43 Derby Street

This agreement relates to the hire of the flexible space at 43 Derby Street.

Bookings are not held or confirmed until full payment is received. If cancelled up to 4 weeks before booking, a full refund will be issued. If cancelled less than 4 weeks before booking, a 50% refund will be issued. If cancelled within 72 hours of booking, no refund will be issued.

By signing this agreement, you are confirming that you have read and agreed to all conditions in this document.

You acknowledge you have your own public liability and contents insurance, a temporary liquor licence (if applicable) and are personally responsible for any damages or costs incurred as a result of your time at 43 Derby Street.

Print name

Sign