

ARTERY VENUE - USAGE AGREEMENT.

- No one is permitted in the Artists' studios, out the back of the Artery.
- There is to be no smoking, use of incense, candles, or any other items that might pose a fire risk.
- No toxic, harmful chemicals other than paints may be used at any time.
- Nothing is to be driven in any way into ceilings, walls, or floors.
- The artery has 2 power circuits, each takes a maximum load of 20amps.
- We have tagged and tested extension cords and power boards available behind the double doors.
- Any electrical appliances brought into the venue must have a relevant test and tag.
- Please leave the kitchen clean and free of paint splatter, cleaning equipment is on the windowsill. PLEASE WIPE THE TABLETOP AND ALL BENCH TOPS AFTER EVERY CLASS. Please wash and dry the glasses/mugs and replace onto shelves.
- Mops and brooms are available behind the double doors, as well as drop sheets and spare aprons for your guests use if needed. There are rags, clean tea towels/hand towels in clear plastic draws on the shelf by the sink.
- Paint / Ink / Clay disposal. Please remove excess paint/oil/clay with paper towels/scrapers. Dispose of paint/clay water via the drainage system that has a settlement tank outside under the kitchen window.
- Please use the supplied rubbish bag in the bin or take away with you if you have a large amount.
- Please double check both outside doors are closed and locked with key returned to the lock box. Do not share the code with anyone. Please also check the back door is locked. Check windows are closed.
- There is no parking inside the Village during the day. At night/weekends some parks are available near Detour theatre, but not on the village street.
- Any loss or damage to The Incubator property, furniture, fittings, fixtures, appliances, and apparatus in or about the said premises will be charged to you.
- Please make sure you inform your participants and any other parties using the venue of all the relevant health and safety information as well of any hazards you have listed. Then sign the **"Induction Registrar Form"** on the clipboard hanging on the wall in the kitchen.
- Fill out the **"Incident or Near Miss Form"** at the back of the same clipboard if you should have an incident or a near miss incident and then call one of the incubator staff to inform them. Simone Anderson 0211182249, Tanya Trass 0211164350 or Wendy Pedersen 0211794130.