

2025

# MUSE Venue Hire Agreement

MUSE STUDIO

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24/37 McDonald Road, Windsor,  
Brisbane, QLD, 4030

## ***A Note from the MUSE Team***

MUSE was born from a deep love for creativity, connection, and community. We created this space as a sanctuary, a place where artists, dreamers, and makers could feel safe, inspired, and supported. Every wall, every surface, every corner has been shaped with care and intention, and we ask that you treat it with the same love and respect as you would your own home.

By choosing to be here, you're becoming a part of something bigger - a creative ecosystem that thrives on mutual respect, kindness, and shared responsibility. Please look after this space, clean up after yourselves, and leave it better than you found it. Your care ensures that others can continue to experience the magic of MUSE just as you have.

***With love and gratitude,  
The MUSE Team***



Thank you for choosing MUSE as your creative space.

This Venue Hire Agreement outlines the terms and conditions for the use of MUSE Studio for your upcoming booking. Please take the time to read the full agreement carefully. By proceeding with your booking, you acknowledge and agree to the terms within this document.

This agreement applies to all individuals or groups hiring MUSE for any of the following purposes, including but not limited to:

- Photography or video shoots
- Podcast recordings
- Workshops or classes
- Events, launches or private functions
- Co-working or creative meetings

The hire agreement includes information about:

- Access and use of the space
- Cleaning, damage, and security
- Insurance, liability, and safety obligations
- Booking, cancellation, and refund policies
- Respect for neighbouring tenants and property

**IMPORTANT:** By confirming your booking, you agree to comply with all outlined terms and conditions, and accept responsibility for your use of the premises during your hire period.

For any questions or to discuss specific requirements, please contact us at:

[info@muse-studio.com.au](mailto:info@muse-studio.com.au)

We look forward to supporting your creative project at MUSE.

To ensure the studio stays in top condition for all clients, please follow these house rules:

### **1. Cyclorama Care**

- Do not drag furniture, equipment, or props across the cyclorama floor.
- Any damage or marks will require a professional repaint – \$180 repaint fee applies.

### **2. Respect Our Neighbours**

- Please keep noise to a considerate level inside and outside the studio.
- No smoking or vaping inside the premises.

### **3. Keys & Security**

- Please return the key to the safety deposit box at the end of your hire.
- Missing or lost keys will incur a \$50 replacement fee.

### **4. Respect Our Space**

- Treat furniture, props, and equipment with care.
- Return items to their original place before leaving.
- Only use furniture and equipment you are confident in operating safely.

### **5. Rubbish & Cleaning**

- Remove all rubbish and personal items before leaving.
- Basic cleaning is included, but excess mess may incur an additional \$50 cleaning fee.

### **6. Time Management**

- Please arrive and depart within your booking time.
- Overtime will be charged at the hourly hire rate.

### **7. Car park**

- Please only park the 2 designated spaces in front of our warehouse, or street parking for all other vehicles.

### **8. Socials**

- We love to share our space and would love for you to share what you create! Please tag @muse.\_studio.\_ in anything you post!



## **1. Payment terms**

### **Hire Fee:**

The Hirer agrees to pay a total hire fee as per supplied invoice payable as follows:

The total fee is due as per invoice description.

**PLEASE NOTE: This does not apply if booked via third party such as Tag Venue or Creative Spaces.**

### **Cleaning Fee:**

- A \$180 cleaning fee is required to cover potential damages or additional cleaning costs.

## **2. Venue use**

- The Hirer shall use the Venue solely for the purpose stated above and shall not sublet or assign any part of the Venue to any other party without prior written consent from the Venue.
- The Hirer shall only use the specific areas of the Venue that have been booked and agreed upon in this Agreement. Access to or use of any other areas is strictly prohibited without prior written consent from the Venue.

## **3. Cleaning and rubbish removal**

The Hirer is responsible for leaving the Venue in a clean and tidy condition.

Specifically:

- All rubbish must be removed and placed in the commercial bins provided, located at the side of the property.
- All bottles and other waste materials must be collected and disposed of appropriately.
- Any spills or broken glass must be cleaned immediately and thoroughly to a safe standard to prevent injury or damage.
- Any breakages must be disclosed to the venue owner.
- Failure to adhere to these cleaning requirements may result in additional cleaning fees, which will be deducted from the security deposit.

#### **4. Damage to venue**

- The Hirer agrees to take all reasonable care of the Venue and its contents during the hire period.
- Any damage caused to the Venue or its contents by the Hirer or their guests will result in the forfeiture of part or all of the security deposit.
- In cases of significant damage, the Venue reserves the right to seek additional compensation beyond the amount of the security deposit to cover repair costs. Such costs will be determined at the Venue's discretion and must be paid by the Hirer within 7 days of receiving an invoice for the damages.

#### **5. Cyclorama use**

The cyclorama is a shared creative resource and must be treated with care. Any significant damage to the surface, including holes, deep scuffs, stains, or marks, may result in a repainting or replastering fee at the Hirer's expense. Please avoid standing on or placing heavy equipment directly against the curve without proper padding. Please do not drag furniture or equipment across the surface. During events the cyclorama is covered with carpet. We kindly ask that you limit consuming drinks in this area.

#### **6. Podcast room and equipment**

The podcast room and its equipment are available for use as part of the hire of the podcast room, unless otherwise specified. Any damage to microphones, cables, furniture, or any other fixtures will result in the Hirer being liable for the full replacement or repair costs.

#### **7. Event use and capacity**

The maximum capacity of the Venue is strictly 60 people. The Hirer agrees not to exceed this limit under any circumstances for the safety and comfort of all guests.

Event hire is strictly limited to the use of the downstairs area only, unless full venue hire has been negotiated.

**Please note our venue has CCTV and any patrons disregarding this will result in immediate termination of event and non refund of deposit.**

#### **8. Alcohol Consumption**

Alcohol may be consumed on the premises only and must not be taken outside the designated venue areas. The Hirer is responsible for ensuring all guests consume alcohol responsibly and in accordance with Queensland liquor laws. Please limit the usage of glass bottles and cups.



## **9. Smoking and Vaping**

Smoking and vaping are strictly prohibited inside the premises. Designated outdoor areas may be used, provided they are kept clean and free from litter. Please do not throw cigarette butts on the ground. Excessive litter will result in a forfeit of refundable deposit.

## **10. Illicit Substances**

The hirer agrees that the venue will not be used for any unlawful purposes. Strictly no illicit substances are to be brought onto, consumed, or distributed on the premises. The venue reserves the right to terminate the agreement immediately and contact local authorities if there is any breach of this condition, and legal action will be taken where appropriate.

## **11. Shared Warehouse Complex**

MUSE is part of a shared warehouse complex. The Hirer and guests must not loiter around other tenants' premises or dispose of rubbish, cigarette butts, or other waste outside designated bins. Please be mindful of our neighbours and respectful of shared spaces.

## **12. Noise Restrictions**

In accordance with Queensland regulations, all amplified music or noise must cease by 10:00 PM. No audible noise is permitted outside the venue after this time. The Hirer is responsible for ensuring guests comply with these laws. Failure to do so, including any noise complaints received, will result in the loss of the security deposit.

## **13. Security and Surveillance**

The Venue is fitted with CCTV for security and safety purposes. Additional security staff can be arranged if required, at the Hirer's request and cost.

## **14. Health and Safety Compliance**

All Hirers and their guests must adhere to Queensland's health and safety regulations while on the premises. This includes safe conduct, responsible behaviour, and immediate reporting of any hazards or incidents to MUSE staff.

## **15. Compliance with Laws**

The Hirer agrees to comply with all applicable laws, regulations, and Venue policies during the hire period.



## **16. Indemnity**

The Hirer indemnifies and holds harmless the Venue from any claims, damages, losses, or expenses arising from the Hirer's use of the Venue, except to the extent caused by the negligence of the Venue.

## **17. Insurance**

The Hirer is responsible for obtaining appropriate insurance coverage for their event, including public liability insurance, and may be required to provide proof of such insurance upon request.

## **18. Cancellation Policy**

In the event of cancellation by the Hirer:

- The deposit is non-refundable.
- Cancellations made less than 2 days prior to the event date may result in forfeiture of the entire hire fee.
- The Venue reserves the right to cancel the booking in unforeseen circumstances, with a full refund of all fees paid by the Hirer.

## **19. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of QLD, Australia.

## **20. Entire Agreement**

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions and agreements, whether oral or written.

## **21. Conflict Resolution**

In the event of any dispute or disagreement arising from this Agreement, both parties agree to first attempt to resolve the matter in good faith through informal negotiation. If a resolution cannot be reached, the parties agree to engage in mediation before pursuing any other legal remedies.

## **22. Acceptance**

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this Venue Hire Agreement.

**MUSE Representative:**

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Date: \_\_\_\_\_

**Hirer**

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Date: \_\_\_\_\_

