

VENUE HIRING TERMS AND CONDITIONS

1. GALLERY OBLIGATIONS

- 1.1. Ensure that the venue is in a clean condition; any pre-existing damage to the fixtures or fittings of the Venue must be noted in a schedule attached to the agreement and be signed by both parties after inspection.
- 1.2. Ensure that the Hirer has access to the Venue at all times during the term of hire; entry to and securing of gallery premises daily for the term of venue hire.
- 1.3. Provide staff to assist during installation of exhibition.

2. HIRERS OBLIGATIONS

- 2.1. Clean and tidy the Venue at the end of the term of hire and maintain venue in its original condition at commencement of the term of hire, subject to usual wear and tear
- 2.2. Allow the Gallery and its employees, agents and licensees all reasonable access to the venue
- 2.3. Acknowledge the Gallery on all publicity and promotional materials, including posters, programs and catalogues.
- 2.4. The Hirer shall maintain insurance for all his/her exhibits

3. PAYMENT

- 3.1. The hirer shall pay 50% deposit of total hiring fee to Moon Gallery H.K Ltd within 10 days of successful application.
- 3.2. Final payment shall be made one month before the hire date.

4. CANCELLATION

- 4.1. Cancellation must be given in writing on or before three months prior to the first day of the exhibition.
- 4.2. Hirer who conforms to 4.1, 100% of deposit will be refunded within 7 days of cancellation.
- 4.3. Cancellation made within three months of venue booking date, hirer deposit shall be fully forfeited.

5. GENERAL

- 5.1. The parties acknowledge that this agreement does not create any relationship, partnership or employment between the parties.
- 5.2. Neither this agreement nor any of the benefits or obligations may be assigned, subcontracted. Otherwise divested by either party without the other party's written consent.