



Government of South Australia  
Department for Innovation and Skills

# Music Development Office

## SONGSPACE HIRE St Paul's Creative Centre Terms and Conditions



## SONGSPACE HIRE AT ST PAUL'S CREATIVE CENTRE

### TERMS AND CONDITIONS

“SongSpace” rooms at St Paul’s Creative Centre are managed by the **Music Development Office**. They are comprised of **two purpose-built songwriting rooms** that help bring the creative process to the Centre. Each SongSpace room enables musicians, sound engineers and producers to work on **collaborative projects** in an inspiring, unique and comfortable environment.

### APPROPRIATE ROOM USE

- Projects that take place in the rooms should include plans for artists to **collaborate** other artists and/or music engineers and producers on **new material**. As a Creative Centre, we envision these rooms as a means to spark new ideas, new partnerships, new ways of approaching your music.
- SongSpace rooms are **NOT** designed as fully equipped recording studios, **nor** rehearsal rooms for practice of existing material.

### BOOKINGS

- SongSpace rooms are available to hire **9.30am to 4.30pm** on **weekdays, by appointment**. We recommend a minimum 24 hours notice for bookings to avoid disappointment
- Contact **Jem Benson** 08 7320 3337 or [jemise.benson@sa.gov.au](mailto:jemise.benson@sa.gov.au) or **Elizabeth Reid** 08 7320 3307 or [Elizabeth.reid@sa.gov.au](mailto:Elizabeth.reid@sa.gov.au)

### HIRE FEES

- **\$12.50+gst** per hour general rates. Centre tenant and member rates receive 50% discount.
- Payment is by invoice from the Dept. for Innovation and Skills, with EFT payment due 7 days upon receipt of the invoice. Invoicing is administered monthly; if multiple bookings occur within one calendar month, these will be compiled into one invoice.

### FACILITIES

- Rooms are **noise attenuated, NOT SOUNDPROOF**. Recording quality may vary.
- The “**Sauna**” has a large editing suite, breakout space, ensuite, and temperature control by the Centre’s main system. The “**Cabin**” has seating for larger groups, a small editing suite, and A/C unit. See <http://mdo.sa.gov.au/st-pauls-songspace/> for more photos.



Sauna



Cabin

## **EQUIPMENT**

- Hirers **may bring their own instruments** /equipment. Electrical items should be **tagged & tested**.
- To avoid disturbance to Centre tenants, **no drums** are allowed, and **electric guitars / bass or percussion** are permitted **only by discretion** of the Centre Manager.
- The following equipment is **available by request**, and **included in the hire charge**:

Processors	1 x Mac mini 2.8GHz Dual-core i5 + power cord
Digital Screens	2 x 27" Samsung, + VGA cord, HDMI cord & 2 x power cords
Monitors	2 x KRK VXT 6 Studio Monitors, + 2 x jack leads + 2 x power cords
External Hard Drives	1 x LACIE Porsche Design USB 3.0 3TB + power cord + USB cord + plug adaptor
Software	AVID Pro Tools 12 + iLoc dongle; Logic Pro X
Microphones	1 x Rode Nt 1 + cradle + pop filter
	3 x Rode M1 + holder + ring adaptor + bag
	1 x PAIR Rode M5 + 2 x holders + 2 x filters
Mic cables	2 x Quik Lock 9m MCR/611K-9BK
Mic stands	2 x mic stands
Music stand	1 x music stand
Headphones	3 x Audio Technica ATH-M40x + curled lead + regular lead + adaptor + bag
Headphone splitter (1 only)	1 x splitter + 1 x adaptor
Mac Accessories	1 x VGA A1305 adaptor
	1 x Mac Keyboard + USB 3.0 cord
	1 x Mac Mouse wireless + mouse pad
MIDI Interface	1 x M-Audio Code 49 MIDI Keyboard + USB cord
Audio Interface	1 x Universal Audio Twin Duo + Thunderbolt cord + power cord
Mixer	1 x Behringer Xenyx 802 Mixer + USB 2.0 cord + power cord
Keyboard (1 only)	1 x Roland VR09 + power cord + stand
Keyboard Accessories (1 only)	<b>CIRCLE:</b> 1 x expression pedal + 1 X DP2 pedal switcher + stool
Leads	2 x 2m leads 1/4" jack
Amplifier (1 only)	1 x Roland KC330 + power cord

Technical support for use of the equipment or recording software is generally not available.

## **ADDITIONAL FEES**

Use of the above equipment is included in the room hire fee. However additional charges may apply as per below, as a condition of hire:

- All Centre equipment must returned in **working order**, otherwise a **replacement fee** to the full value of the item will be charged accordingly.
- All Centre equipment must be **put away exactly as it was found** (e.g. in original box, coiled leads, all equipment in cases e.g. headphones), otherwise a **\$50 fee** will be charged.

- Access to Level 1 requires **swipe card** entry. Hirers who need to enter / exit the building during the session may request the loan of a temporary swipe card. Loss, damage or failure to return the card will incur a **\$20 replacement fee**.
- Level 1 is a secure area. However, hirers who need to leave a SongSpace room unattended for a length of time may request the loan of a **door key** to lock the room in their absence. Loss, damage or failure to return the key will incur a **\$80 replacement fee**.

### **CANCELLATION & LATE ARRIVAL POLICY**

- **Minimum 24 hours notice** is required for venue / songroom cancellations, with no fee.
- Less than 24 hours notice will incur **50% of the original hire charge**.
- No-shows (ie. cancellation with no notification at all) will incur **full charge for the hire**.
- Cancellation fees are invoiced immediately.
- Further bookings will not be honoured or taken until cancellation charges are **paid in full**.
- Venue hire / songroom use will be charged from the **start time nominated when the booking was made**, through to the **end time of actual use** of the room (ie. when hirers cease use). Late arrivals will still be charged from the original booking start time.
- If hirers are **over one hour late with no notification**, the booking will be considered cancelled and **incur a cancellation fee as per above**. The room will then be available to be re-booked.
- **Early arrivals** – with notification or not - may not necessarily be accommodated, due to the schedule of staff at hand. If early arrivals are accepted, the start time of the booking will be adjusted accordingly for invoicing.

### **GENERAL ACCESS**

- SongSpace room bookings are taken at the discretion of the Centre Manager.
- SongSpace rooms are located on **Level 1 of the Centre**, with access by **stairs** only.
- There is **no parking on site**. This is reserved for tenants. Street parking & garages are nearby.
- Hirers are responsible for the safety and behaviour of all guests on site.
- Hirers will be given OHS instructions on arrival, including fire exits, hazards and first aid.
- Hirers must follow direction by Centre staff in the case of emergencies.
- No alcohol is allowed in the SongSpace rooms.
- Hirers must remove all garbage and personal items at the completion of their session.
- Hirers have access to basic Centre facilities: **toilets, filtered water, glassware**.
- Guest wifi access is available by request.