

the shutter room

*A volunteer-run photographic gallery, studio, and workshop venue, to support, promote, and provide-development opportunities for photographers in Northland.
Exhibition space in the Old Whangarei Library building available to TSR Collective members.
All funds generated go directly towards running the facility.*

STUDIO HIRE RATES

Charges 2023-2024	Full day (8hrs)	½ day (4hrs)	Quickie (up to 2hrs)
Lighting Studio - no lights required (empty room with backdrop roll, polyboard reflectors etc)	\$115	\$60	\$45
Lighting Studio - with lights Elinchron or Aputure light kits hired and used in studio	\$185	\$95	\$60
Paper backdrop – use requiring replacement @ \$20/metre			
Elinchron or Aputure light kits hire out of the studio	\$140	\$75	-
Additional after hours fee: open up and lock up	\$35	\$35	\$35

STUDIO HIRE CONDITIONS

Members of the Shutter Room Collective are entitled

To hire the studio

To hire studio lighting following the induction process

Volunteers may use the lights to experiment & practise on their volunteer days at no charge, as long as studio is not being used by a paying client and they have completed the induction process

To run projects and workshops in the studio of a photographic nature

The hirer uses the studio at their own risk

The hirer takes all responsible care of equipment and the studio

The hirer shall use the studio and common areas in accordance with any such policies The Shutter Room Collective may make from time to time.

The hirer undertakes to remove all rubbish, and return the space to the condition in which it was found.

Visual arts exhibitors agree to repair, patch, paint walls (materials supplied by The Shutter Room Collective)

The hirer shall not:

- a) Use, or permit to be used, other than for their designed purpose any of the fixtures or fittings in The Shutter Room.
- b) Do or permit to be done in The Shutter Room anything which in the opinion of the committee may become a nuisance, disturbance or obstruction or cause damage to the owner or to other tenants or users of the property;
- d) Obstruct or interfere with any of the entrances or common areas of The Shutter Room.
- e) Permit any sign, advertisement, name or notice to be placed on any part of The Shutter Room without the prior written consent of the The Shutter Room Collective Committee; or
- f) Use the area in any noisy, noxious, illegal or offensive manner.

The hirer hereby agrees to cover any costs incurred in regard to

- a) Damages to building or property**
- b) Security call outs which cause charges to be made to The Shutter Room**
- c) Costs of consumables outside those of reasonable expectation**
- d) Damages to Artworks**
- e) Damage to hired lights (\$500 to cover insurance excess and any other costs incurred in repair)**

To Book Use of the Studio

Email theshutterroom@gmail.com or ellie@ellensmith.co.nz with date, time and equipment required

At the time of the use of the studio the key can be collected from reception in Whangarei Central Library

The key must be returned to the library at the end of studio use

An invoice will be generated by The Shutter Room treasurer

Payment

An invoice will be emailed to you.

Please pay online to The Shutter Room ASB account 38 9015 0101374 00 within seven days.

Cancellations

Please contact the ellie@ellensmith.co.nz for cancelled bookings. Uncanceled/missed bookings will be charged the total quoted at time of booking.

Overdue Accounts

If an account is not paid within 2 months it will incur a late payment penalty of 10% and measures will be put in place to retrieve payment in full. The cost of such debt retrieval will be charged to the debtor.