

## THE GANNAWARRA CENTRE - VENUE HIRE TERMS AND CONDITIONS -

### **1. Use of the Facility**

The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the venue.

The hirer shall, while on the premises, abide by the directives of Gannawarra staff and its representatives.

Gannawarra reserves the right to ban and/or have any person/group removed from the premises where that person/group has/have, or is likely to cause injury/damage to other persons or property.

In the event of two functions running concurrently, due care and consideration must be shown to other hirers and their guests.

All functions are to cease at 11:00pm. Hirers and guests must vacate the premises by 11:00pm.

No exclusive use can be granted of any public area outside the confines of the function rooms (please refer to enclosed map).

### **2. Observance of booking period**

Observation of the allocated booking times is important to avoid clashes between various hirers who use the venue. The venue must be vacated on or before the agreed time otherwise a minimum two- hour additional room hire charge will apply.

### **3. Care of Premises**

The premises and facilities must be left in a reasonable and tidy condition by the hirer prior to vacating the premises. Additional cleaning charges as set out in clause six will apply should the premises be left in an unsatisfactory condition.

### **4. Music and Noise**

Music and noise are to be restricted to a reasonable level. All music and noise must cease by 11:00pm or the bond fee will be forfeited.

The level of noise emission from any AV equipment within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property or by Gannawarra staff.

Where the premises may be used for a performance of a musical, literary or dramatic work, the hirer will obtain necessary copyright permission.

### **5. Licensing**

The Gannawarra Centre is licensed to serve beer and wine only. A responsible service of alcohol policy applies at all times. No persons under the age of 18 years shall be served

with or allowed to consume alcoholic beverages. No alcohol is to be brought on to the premises by the hirer. All alcohol is to be purchased and served through our in-house catering staff. All alcohol will be served in glasses only – no distribution or consumption of bottles or cans will be allowed. No alcohol is to be consumed outside the premises or in public areas. The hirer or hirers shall be responsible for the good conduct of those attending the function.

## **6. Damage and Repairs**

The hirer will be responsible for any expense in connection with repairs, breakages or loss of equipment and improper use of safety equipment and or cleaning which may become necessary as a consequence of the booking.

The Gannawarra Centre reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside what is normally expected following use of the venue. This in particular relates to wine/food spilt on carpets/flooring and damage to chairs and tables. In the instance of wine/food spilt on carpets – the additional cleaning charge will be in the region of \$330 which will be charged to the hirer. Chair covers will be charged at \$100 per chair for repair. The Gannawarra Centre reserves the right to bill the hirer for additional costs.

## **7. Insurance**

The hirer – if a registered business or incorporated entity – must have a public liability insurance policy noted. The hirer should also have their own insurance for any items of value brought into the venue.

The Gannawarra Centre is to be sent, prior to the event, a certificate of currency indicating that public liability insurance to the value of \$10 million is held to cover the venue.

## **8. Property**

The Gannawarra Centre will not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.

The hirer is not permitted to remove or relocate any property or items in the Gannawarra Centre not belonging to the hirer without written consent from the venue manager.

## **9. Decorations & Candles**

Decorations may only be put up with proper permission and under supervision of the venue manager. The hirer shall not affix nails, screws, tapes etc in any way which defaces the building or premises.

Naked flames (eg: candles) are not permitted at the Gannawarra Centre.

## **10. Safety**

No items shall be placed in front of or obstruct clear access to the fire exits.

## **11. Children**

Children on the premises, including the car park, are to be supervised at all times by a responsible adult.

## **12. Animals**

No pets or animals are allowed in these premises.

## **13. Smoking**

The Gannawarra Centre is a smoke free venue. Smoking is **not** permitted in any indoor areas or in the front entrance. Smoking is however permitted in the designated outside smoking areas (please refer to attached map) where bins are provided for the responsible disposal of cigarette butts.

## **14. Uncollected Goods**

All items of property owned by the hirer must be removed from the venue on or before the agreed vacation time unless special arrangements have been to the contrary. Any goods left in the premises after occupancy may be removed and disposed of at the discretion of the venue manager without compensation to the owner or person responsible.

## **15. Confirmation and Deposit**

The Gannawarra Centre will provide the client with details of their tentative booking in writing. Tentative bookings will be held for ten (10) working days after the original booking enquiry.

To confirm a booking, a deposit of ten per cent of the total hire fee (including catering costs etc), together with a completed and signed booking form is required within that ten day period.

## **16. Payment**

Full payment (less the deposit paid) is required seven working days prior to the event. Payment can be made by Bank Cheque, Cheque or Direct Lodgement.

## **17. Cancellation**

In the event of a cancellation, the following fees will apply:

- Notice of 7 days or more – 90% of fee refunded
- Notice of less than 7 days – 50% of fee refunded
- Notice of less than 48 hours – no refund.

### **17. Security**

Evening functions of 50 or more people that include the serving of alcohol require the attendance of venue security. This will incur an additional charge which will be included in the final quotation.

### **18. Catering**

The Gannawarra Centre utilizes in-house caterers for the provision of all foods and service of alcohol. Hirers will not have access to kitchen facilities or equipment, including cool room facilities. Catering arrangements can be made to meet any special dietary requirements.

### **19. Indemnity**

The Licensee (Hirer) will indemnify the Licensor (Gannawarra Centre) and hold it harmless from and against all damages, costs, actions, claims and demands which may be sustained or suffered or covered against the Licensor by the Licensee, its servants, employees or any other person whatsoever.

### **20. Bond Policy**

The Gannawarra Centre reserves the right to ask for and retain a bond of \$200.00 if any irregular cleaning or repairs are required following the completion of hiring. This will be fully refunded in the event of the facilities being left in a satisfactory condition.