



ABN: 82 417 033 148

Terms, Conditions and Regulations for Venue Hire

Premises will be opened by a member of the committee, unless agreed otherwise.

The venue/ facilities are let on the understanding that any committee member has the right of entry at any time to the area hired.

The times booked should be adhered to at all times or further charges may be applied.

Should the member of the committee that opens the facility, before the function or hire commences, be of the opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not be liable to pay any compensation.

Tentative bookings can only be held for a maximum of 7 (seven) days. Management reserves the right to cancel the booking if the event is not confirmed by this time and we may release the space without notice.

Bookings are considered confirmed upon receipt of a non-refundable deposit and signed booking sheet within 7 (seven) days of said booking.

A security bond of \$200 may be payable at the time of booking (at managements discretion) and this will only be returned on satisfied inspection of the area used after the event.

Cancellation of an event / function by you must be advised to venue hiring co-ordinator. If the event is cancelled with less than 7 (seven) days' notice, the deposit will only be refunded if the function venue is rebooked. (Managements discretion).

Security, damage and Insurance.

The Organisation will take all necessary care, but accepts no responsibility or liability for any damage or loss of property of things that are left upon the premises in relation to an event hire, before, during or after the event.

The hirer assumes responsibility for any damage caused by guests, invitees or other people attending the event, whether in the rooms or other parts of the venue. The hirer will be liable for the cost of repairing any damage caused, including replacing furniture and or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In the event of this the security bond (if applied) may be held back to recover these costs.

Houghton, Inglewood & Hermitage Memorial Park Inc

C/- PO Box 105 Houghton SA 5131 Tel 0417 859 157

The hirer will be responsible for the proper conduct of persons using the venue and facilities. All catering for alcoholic beverage requirements must be supplied through the bar facilities available at the organisations bar. The hirer **ARE NOT** permitted to bring their own alcohol for consumption at the venue.

As the area is in a high bushfire risk the hirer should make themselves familiar with the fire procedures for the venue and inform the organisation at the time of booking of any factor which involves extra fire risks.

General cleaning is included in hire costs but additional charges may be incurred if the venue / facility results in needs above and beyond normal cleaning practices. In essence facility should be left in same condition as presented to hirer.

Gambling of any kind is strictly prohibited.

Speed limits in and around the complex must be strictly adhered to.

All groups working with young people should have their own insurance and police criminal checks of organisers / guardians / volunteers. This organisation takes no responsibility for this and recommends if unsure you seek appropriate advice.

The hirer shall indemnify this organisation against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon the organisations property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

The hirer accepts these terms and conditions on the basis that they, as named will be held fully responsible during the hire period.

I have read and accept the above terms and conditions:

Full Name (Print):

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Signature:

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For and on behalf of:

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(As an authorised official)

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