

Conditions of Venue Hire

1. A copy of public liability insurance must be supplied prior to booking occurrence
2. Hire charges must be paid at least 5 working days prior to the date of hire unless payment on account or payment on the date of hire has been authorised.
3. By signing this form the hirer agrees to be invoiced for fees stated in this agreement.
4. Our business hours are 10am - 3 pm, Monday - Friday. Service fee of \$25 for booking before 10am or after 3pm will be applied. Service fee of \$50 for booking over the weekends will be applied.
5. Cancellation of hire
 - a. The hirer agrees to notify Mount Beauty Neighbourhood Centre Inc. in writing of any venue hire cancellation.
 - b. If the notice of cancellation is received less than 5 working days prior to the hire occurrence the hirer is liable to pay a cancellation fee of 50%.
 - c. Cancellations without notice will be charged the full hire fee.
 - d. A minimum fee of \$50 will be incurred for any heating/cooling device left on.
6. Confirmations of hire will not be made unless payment conditions are met, and public liability is received.
7. The hirer shall be liable for all damage or loss and hereby releases and indemnifies the Mount Beauty Neighbourhood Centre and the Committee of Management from and against any loss or injury to, or in respect of:
 - a. The Centre's property
 - b. Hirer's property
 - c. Property of any other persons or corporations whatsoever
 - d. Any person attending.
8. Any damage or loss must be reported to Mount Beauty Neighbourhood Centre staff.
9. Any person found to be wilfully damaging the Centre, its fixtures, acting in a disorderly manner or causing a nuisance to others including the public, will be referred to the Police.
10. The hirer must leave the room in a tidy state.
11. All rubbish and decoration must be removed by the Hirer.
12. There are fixtures in the Centre for decorating purposes. Staples, tacks, nail, screws, pins, adhesive tape etc. are not permitted to be used on the walls inside or outside the Centre.