



## **VENUE HIRE TERMS AND CONDITIONS**

This agreement is between the Hirer and NO3 WAREHOUSE Management from The Clean Organic Hub Pty Ltd (herein referred to as Management) in relation to the hire of the premises for private special event purposes.

### **BOOKINGS**

- Upon paying the deposit or the full amount for hire upon booking you are entering into the General Venue Hire Terms and Conditions. Upon entering this agreement by the Hirer, along with a non-refundable deposit payment of 50% of the total venue hire fee (including GST) is required to secure a booking.
- The remaining 50% of the total venue hire fee (including GST) is required 6 weeks prior to the event date, along with the final attendee numbers.
- Should the attendee numbers increase by more than 10 patrons Management is to be notified and an additional surcharge may apply.
- Prior to the venue hire commencing the "Hirer" is to supply Management with a copy of the Hirer's credit card for the \$400 minimum bond hold and to cover any liabilities and /or additional costs incurred.
- The Hirer must obtain their own public liability cover.

### **CANCELLATIONS**

- Management must be notified in writing of an event cancellation.
- The 50% deposit fee (including GST) will be forfeited in the instance of cancellation outside 28 days before the event date or at management's discretion.
- All payments will be forfeited in the instance of a cancellation within 28 days of the event date.
- If cancellation is made outside the 28 days in certain situations dates can be moved, this must be approved by management and an admin fee of \$429 + GST will be charged.

## **STAFFING**

- The venue hire fee is inclusive of an onsite Event Manager for pre-event planning meetings and for the duration of the event.
- The Hirer must nominate and supply a representative to be the point of contact for the Event Manager for the duration of the event.
- For 16<sup>th</sup> Birthdays through to 21<sup>st</sup> Birthdays Parental supervision is expected and a security guard will be put in place at the Hirers expense if alcohol is being consumed. Security is included in the majority of our packages, Otherwise, a licensed alcohol provider can be contracted externally and have all licenses in place.
- Any additional staffing requirements outside of our packages for the event must be sourced and contracted by the Hirer, or negotiated with Management at a nominated fee, please discuss with management.

## **CONTRACTED SUPPLIERS**

- Although Management can provide supplier recommendations (e.g., caterers, stylists, equipment hire) the Hirer is responsible for the direct contracting of the supplier for their services unless otherwise agreed to by the Event manager and the Hirer. As such it is the responsibility of the Hirer to obtain the supplier's certificate of currency for public liability insurance and manage any onsite service issues.
- Contracted suppliers are responsible for the cleanliness of their designated areas throughout the event and the removal of all rubbish at the conclusion of the event.
- It is the responsibility of the Hirer and their contracted suppliers to manage the set-up and pack-down of the event in liaison with Management, the Venue and in line with the property body corporate laws.

## **ALCOHOL SERVICE**

- We do not sell or serve liquor at any of our events or spaces.
- If an external supplier is engaged for specific alcohol service, (e.g., cocktail stations) the Hirer is responsible for ensuring that the contracted supplier holds a current liquor licence issued by the Office of Liquor and Gaming Regulation.
- The Hirer can discuss options with Management.
- BYO Alcohol can be consumed under the supervision of a RSA licensed staff person at the expense of the hirer, please discuss with management.

## **OPERATING TIMES**

- Events held Sunday to Thursday are to conclude by 10pm and events held Friday and Saturday are to conclude by 11.30pm unless otherwise arranged through management.
- Service of alcohol by the designated contractors is to cease 30 minutes prior to the relevant event close time. Pack up and cleanliness is to be completed by 12 midnight or for the time the hire ceases.

## **NOISE RESTRICTIONS AND SECURITY**

- Entertainment is limited to acoustic live music and DJ sets (with bass restrictions) until 11.30pm, with the use of the in-house sound-system run via Spotify until the close of the event.
- Management reserves the right to control music volume in accordance with the fringe business Council Zoning restrictions.
- Management reserves the right to remove any patron from the premises for bad behaviour or refusal to comply with Management instructions and the RSA.
- When alcohol is being served by the licensed contractor the Hirer is responsible for the contracting of security personnel (arranged through Management) for the duration of the event, until all patrons and suppliers have vacated the premises.
- Security has the legal right to exercise RSA and refuse entry to any event.

## **EQUIPMENT USAGE**

- The venue hire includes the use of Wi-Fi and 5.1 surround sound system) however the Hirer is responsible for arranging AV checks prior to the event and managing the use of equipment during the event and presentations. Different systems at different venues.
- The onsite furniture may be used by the Hirer as per arrangements with Management.
- Additional furniture, decorations and styling materials may be brought into the premises as per arrangements with Management.
- Should the Hirer require significant venue furnishings to be removed from the premises a surcharge in addition to the venue hire fee will be incurred.
- No penetrations into surfaces (e.g., screws, nails etc) is to occur.
- No confetti or small throwable decorations or paper.
- If using blue tac you must safely remove all the bluetac yourself.

## RESPONSIBILITY AND LIABILITY

- The Hirer is financially liable for any damage caused to the premises by themselves, or the patrons. All contracted suppliers are individually liable for any damage they cause to the premises and must provide their own public liability and insurance paperwork.
- The Hirer is liable for any loss or damage to personal, or patron property.
- **Management and the landlord to any location that is leased privately for a private party accepts no responsibility for any injuries sustained by the Hirer, contracted suppliers or patrons prior to, during, or after the event. Upon signing this you understand and take full responsibility.**

The General Venue Hire Terms and Conditions are subject to change, with written notice from Management.

I/We \_\_\_\_\_ (the Hirer) have read, understood and agree to these venue hire terms and conditions in relation to the hire of NO3 WAREHOUSE on \_\_\_\_\_ (event date).

In doing so I / we also take responsibility for the patrons of the event.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*Upon paying for the hire you are entering this agreement which can be found on the website advertised publicly [www.no3warehouse.com](http://www.no3warehouse.com)

\*This must be signed and returned within 7 days of the event commencing or risk the event being cancelled without notice. Management can ask you to sign on the event date if required.

\*Please Note that if a signature is not obtained you are still in agreement that you have entered this agreement upon paying the invoice.

Thank you  
Management  
NO3 WAREHOUSE  
Event Management