

TERMS & CONDITIONS

— SYDNEY REGION ABORIGINAL CORPORATION



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| Applications | <ol style="list-style-type: none">1. Application for the hire of rooms must be made using this form and made at least 2 weeks prior to the activity/function taking place. Requests for bookings within less than 2 weeks may be considered.2. Applicants must be 21 years of age and are responsible for the payments of fees and any other charges arising. Proof of age may be requested at any time of hiring.3. Applicants (or their nominated contact) must be present during the function.4. A copy of this form will be forwarded to the Police advising them of the function.5. Any payment received from any person is considered to be acknowledgement and acceptance by that person of these terms and conditions. The room is only let on the conditions prescribed herein. |
| Cancellations | <ol style="list-style-type: none">6. All cancellation or reschedule requests are to be in writing 2 weeks prior to your booking date, to receive a refund.7. SRAC reserves the right to change a booking in exceptional circumstances provided that at least 4 weeks' notice is given.8. SRAC has the right to refuse any reservation or cancel any booking for any reason. SRAC will refund the hirer any fees already paid.9. SRAC shall not be liable in anyway for any loss, injury or damage or otherwise in the consequence of the exercise of any right conferred under this agreement including the right of cancellation. |
| Cost of hire | <ol style="list-style-type: none">10. A deposit of \$100 should be made no later than 2 weeks after the reservation is made to confirm the booking. If the total fee is of equal or lesser value, the hire fee must be paid in full.11. The contingency bond and remaining balance (if applicable) must be paid at least 2 weeks before the function to avoid cancellation.12. If the reservation is made within 2 weeks of the function date, the bond and the hire fee must be paid in full immediately.13. The bond is held as a deposit against possible damage to the venue, its furniture and fittings, function running overtime, additional cleaning, electrical service, etc.14. All bond refunds will be done by bank deposit within 4 weeks after the function. You will be notified if SRAC is investigating concerns arising from your booking that may affect the refund of your bond.15. Call out fees may apply if alarms are triggered by any prohibited item or overtime use. |
| Damages | <ol style="list-style-type: none">16. The hirer shall be responsible for the cost of any damage caused to the building furniture and fittings arising out of and in the course of the hire; reasonable wear and tear is accepted. |

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| Exclusions and prohibitions | <p>17. The following activities are not permitted:</p> <ul style="list-style-type: none"> a) 18th birthday parties b) Religious services c) Games of chance, gambling, or any other illegal activity <p>18. The following items are not permitted:</p> <ul style="list-style-type: none"> a) Chewing gum or sticky tape b) Gas cylinders c) Fireworks, naked flames(except for candles on a cake) d) Nails, screws or fastenings e) Any item that obstructs a doorway, passage, corridor or exit f) Any items interfering with any electrical installation or the use of broadcasting apparatus g) Any items, including balloons and other decorations, that interfere with fans and smoke detectors |
| Hirers' conduct and responsibilities | <p>19. The hirer is responsible for the conduct of any visitors whilst the room is in use.</p> <ul style="list-style-type: none"> a) Functions or activities for children and young people must be adequately supervised at all times. b) Under no circumstances is alcohol to be given/supplied to person under 18yrs. c) Smoking is not permitted. Smokers should be at least 15m away from any entry or exit point of site. d) Music must stop half an hour before the function ends. e) All goods, properties, material or decorations brought in by the hirer or any person on his/her behalf should be removed after the function. f) All surrounding areas, i.e. car park are to be vacated within 30mins of function conclusion. |
| Public Liability | <p>20. Hirers should be aware that the use of the hall could result in an action for damages due to an allegation of negligence.</p> <p>21. All organisations must supply a copy of their Certificate of Currency (Public Liability Insurance). Organisations that do not have Public Liability Insurance may be granted use only via discretion of SRAC CEO.</p> <p>22. Failure to abide by these conditions will result in the total forfeiture of the Bond.</p> |
| Sale of tickets | <p>23. Entry tickets to programs or events are not allowed to be sold at the venue. All tickets to programs must be pre-sold prior to the program/event taking place.</p> |
| Social Media | <p>24. The use of social media (i.e. Facebook, etc.) to promote private functions in SRAC Community Hub is prohibited.</p> |
| Use of amenities | <p>25. Hirers may be required to share amenities with other groups due to multiple bookings. This may include toilets and common spaces.</p> <p>26. Hirers agree to respect other groups by showing courtesy, minimising noise etc.</p> <p>27. Tea, coffee, milk, cups, refreshments, bin liners, stationary are to be supplied by the hirer not SRAC Community Hub.</p> |
| Venue Capacity | <p>28. The number of community members attending a function (to be indicated at the time of booking) must not exceed the limit of that room. Failure to comply with this requirement may lead to cancellation of the booking or the forfeiting of any bond. The capacity of the venue's community room is set out in the booking form.</p> |