

AUTHORISED PERSON

We require the company director, event organiser or authorised person to complete the attached venue hire application form and agree to the terms & conditions outlined in this document.

BOOKINGS

- Loft & Earth must receive a completed and signed venue hire application, signed copy of the last page of the terms and conditions and a copy of the hirers' Certificate of Currency for public liability and indemnity insurance.
- **Full payment** is required within 7 days of issue of invoice to secure a booking for a **1 day** or **half day** event. Where multiple days are booked, a **deposit** must be paid within 7 days to secure the booking. The **balance** must be paid in full by the due date on the invoice which is 28 days prior to the event start date.

CONFIRMATIONS

- All venue hire requests are secured only when confirmed by Loft & Earth via email and total payment for a one day event is received or a 50% deposit for longer than one day event is received.

DEPOSITS

- The 'deposit' for a 1 day or ½ day event is the full amount due and must be paid within 7 days.
- A booking of longer than 1 day; a 50% deposit is required to secure the booking. If the venue hire request is within one month, full payment is due immediately. If the venue hire request is longer than one month away, a 50% deposit is required and payment made in full by the due date on the invoice.

PAYMENTS

- Payment can be made by cash, eftpos, credit card (Visa, MasterCard only) or direct deposit to:

Bronte Road Healing Centre Pty Ltd Bank: NAB BSB: 082 282
Acc: 171 222 046

Your invoice number must be on your direct deposit for us to recognise your payment

Please note: a 1.5% surcharge will apply to any eftpos or credit card payments.

- An invoice will be issued for all bookings. **Please quote your invoice number as reference on your direct deposit payment**
- Additional costs incurred during the event are due and payable immediately.



CANCELLATIONS

- A half day, or one day event cancelled with more than 28 days notice, no cancellation fee. Less than 28 days notice, 50% of the full amount is forfeited.
- Cancellation of an event longer than a half or one day, with more than 28 day notice forfeits the deposit which is 30% of the total amount. With less than 28 days notice, forfeits 50% of the deposit.

ACCESS TIMES

- Loft & Earth is generally open from 8am to 5pm Monday to Friday. If earlier or later access is required please contact us by email on info@loft-earth.com.au to arrange.
- Events must conclude at the specified time. We often reset rooms for a following event. A request can be made to extend on the day to Kerrie or Zoe.
- Charges will apply to events extending beyond the agreed start or finish times.
- Set up & pack up times outside of the event start & finish times will need to be pre-arranged. A maximum of 1 hour set up time and 1/2 hour pack up time is allowed.

AUDIO VISUAL & EVENT EQUIPMENT

- Charges apply, please refer to: Hire Rates.
- Where possible we will assist you with information regarding equipment.
- Equipment is limited and subject to availability, prior booking is required.
- Wireless Internet access is available on request.
- Whiteboards are available for use free of charge however the event organiser **must bring their own whiteboard markers.**
- Damage due to misuse or negligence to any equipment is to be paid for by the hirer.

HIRER RESPONSIBILITIES

- Hirers may be responsible for opening/closing the Centre in which case they will be given a key and taken through the opening/closing procedure.
- Hirers are responsible for the washing of the drinking glasses used by their event attendees. They must be put through a dishwasher cycle and returned to the designated drinking station.

STORAGE

- If an event hirer needs to store equipment over the duration of their event, prior to or after the event, storage fees will apply.
- Please email Loft & Earth with a precise description of what needs to be stored and the length of time required.



EVENT ORGANISER FEEDBACK

- It is requested that all feedback be given via email. All feedback is welcome and will be given consideration.

DISPLAYS AND SIGNAGE

- No displays or signage are to be displayed or affixed to any surface without the prior consent of Loft & Earth.

PROMOTION

- The Loft & Earth logo may only be used with permission from Loft & Earth.
- Loft & Earth requests the event organiser advertise Loft & Earth as the venue on all promotional material.
- A4 or DL size (only) brochures (supplied by the event organiser) may be displayed on notice boards for upcoming events.
- A regular newsletter is sent out to our database and can include your upcoming event, time allowing.

KITCHEN ACCESS

The kitchen/dining area can be hired out on weekdays for exclusive use for morning, afternoon tea and lunch. Noise levels need to be moderate. The kitchen/dining area is used exclusively for cooking classes on weekends.

On weekends:

- Event organisers' do not have use of the kitchen without prior written permission from Loft & Earth.
- When the kitchen is being hired out for a cooking event, the kitchen event hirer has sole access.
- If you require use of the refrigerator, prior arrangement needs to be made and will be subject to availability. Access is issued to one person only.
- If an event organiser wishes to use the kitchen to make themselves or the group lunch/dinner or snacks the kitchen can be hired out at a rate negotiated by Loft & Earth and is subject to availability.

COMMON AREAS

- Common areas and corridors must be kept clear for ease of movement and minimal disruption to other events occurring simultaneously.
- If 'quiet' signs are displayed please respect these, ensure that your event attendees are informed and that noise is kept to a minimum.
- Hirers are restricted to the use of the rooms that they have hired and paid for. Use of any other room will be charged for.

70 Bronte Road Bondi Junction NSW 2022

P: 02 9387 877

E: info@loft-earth.com.au

W: www.loft-earth.com.au



DAMAGES

- The event organiser is financially responsible for any damages sustained to Loft & Earth during their event by any of their event participants.

FIRE SAFETY PRECAUTIONS

- Candles, naked flames, flame propellant materials or the like are not to be used or brought onto the premises.
- Any damages incurred in this regard will be at the event holders cost.
- Hirers are responsible to familiarise their participants with the service requirements of the building (toilets, first aid and no-access areas , etc.), particularly the fire safety access and egress requirements. There are a number of fire safety layout maps, located in public areas around the building, fire extinguishers and a fire hose.

SECURITY

- Loft & Earth takes every care but doesn't take responsibility for the loss or damage to any of your equipment or merchandise on the premises before, during or after an event.
- An externally monitored alarm system is in operation after hours.

PUBLIC LIABILITY & PROFESSIONAL INDEMNITY INSURANCE

- The hirer/authorised person must hold current Public Liability and Professional Indemnity insurance cover and shall indemnify Loft & Earth and the head lessor of the premises for all damage caused or contributed to by the event organiser or the authorised person or its employees, agents and event attendees.
- The hirer or authorised person acknowledges that it is not in a relationship of landlord and tenant or licensor and licensee with Loft & Earth or the head lessor of the premises.
- Evidence (a copy) of such cover is to be provided to Loft & Earth at the time of signing the Venue Hire Agreement. **Please ensure your Certificate of Currency is kept up to date for all future bookings.**
- Note: The Event Organiser is responsible for their event participants at all times while within the venue. These responsibilities include: acquainting and administering of their clients to the general services and facilities of Loft & Earth such as, safe access and egress, toilet access, restricted access areas like the kitchen and practitioner areas and to control their event attendees so as they remain safe and within their designated areas, be able to instruct and direct in an emergency, etc.



BASIS OF AGREEMENT

- Performance of this agreement for the event between the hirer and Loft & Earth is subject to labour troubles, disputes, accidents, equipment failure, government requisitions and restrictions upon travel, transportation, food, beverages or supplies, and other causes that are beyond the control of Loft & Earth. In no such event shall Loft & Earth be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise.
- We may amend our terms & conditions from time to time at our discretion and without notice. Please visit our website for the most up-to-date basis of agreement.

DECLARATION

I the undersigned, declare that:

1. The information given on the application form is accurate and complete.
2. I accept the quote, charges and fees as provided by Loft & Earth.
3. I have read and understood the venue hire terms & conditions as outlined above.
4. In signing the terms & conditions, I agree they become binding.

Date

For and on behalf of (business name)

Signature

Name (please print)