

## Venue Hire Agreement Terms, Conditions & General Information

### AUTHORISED PERSON

We require the company director, event organiser or authorised person to complete the 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 made 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.

### SECURING YOUR EVENT

- All venue hire requests are valid 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.
- All payments must provide an invoice number in the receipt of transfer.
- A copy of the receipt of transfer must be sent to [info@loft-earth.com.au](mailto:info@loft-earth.com.au)
- Payments without invoice numbers and late payments will incur charges to accommodate our bookkeeping and administration costs.

### DEPOSITS

- There is no deposit for a 4 hour or 1 day event. The full amount due must be paid within 7 days or as stipulated on the invoice.
- For a booking of longer than 1 day and when requested within a month of the event start date, the full amount is due within 7 days or as stipulated on the invoice.
- If the booking is more than a month away, a 50% deposit is due within 7 days and the balance is due one month out from the event date.
- All invoices **must** be paid in full one month before the event start date or by the due date on the invoice. Late fees will apply.

### 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**

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

- An invoice will be issued for all bookings. **All payments must quote your invoice number in the transfer description.**
- A copy of the receipt of transfer must be sent to [info@loft-earth.com.au](mailto:info@loft-earth.com.au)
- Payments without invoice numbers and late payments will incur charges to accommodate our bookkeeping and administration costs.
- Additional costs incurred during the event are due and payable immediately.
- **For payments being made from outside Australia refer to Overseas Hirers for correct payment method.**



## OVERSEAS HIRERS

- We only accept credit card payments made by phoning Loft & Earth between the hours of 9.30am and 4 pm Australian Eastern Standard Time (daylight savings will be + 1 hour). Our phone number is +61 2 9387 8777.
- There is a 1.5% credit card charge extra to your invoice total. This is cheaper than the bank charges that you will incur and will ensure that correct payment is made with us. You will need to quote your invoice number to us when making payment.

## CANCELLATIONS

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

## ACCESS TIMES

- Loft & Earth is generally open from 9am to 5pm Monday to Friday. If earlier or later access is required please contact us by email on [info@loft-earth.com.au](mailto:info@loft-earth.com.au) to make arrangements.
- Events must conclude at the specified time. A request can be made to extend on the day to the Directors of Loft & Earth.
- Charges will apply to events extending beyond the agreed start or finish times and are payable immediately.
- Set up and pack up times outside of the event start and finish times will need to be pre-arranged and will be charged for.

## AUDIO VISUAL & EVENT EQUIPMENT

- Charges apply, please refer to: Venue Hire Rates under our Forms menu on the Loft & Earth website.
- 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 center 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 guests.
- If an urn is requested, all crockery, spoon and bowls used must be put through a dishwasher cycle and put on the drying racks opposite in the scullery.
- If you have a bin in your room, remove it at the end of the day and put contents into one of our two larger garbage bins. One is located outside the Gallery room and the other in the kitchen.
- The room must be left in a clean and tidy condition. If not, a cleaning fee of \$50.00 will apply. This is payable immediately.

## 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.

**70 Bronte Road Bondi Junction NSW 2022**

**P: 02 9387 8777**

**E: [info@loft-earth.com.au](mailto:info@loft-earth.com.au)**

**W: [www.loft-earth.com.au](http://www.loft-earth.com.au)**



## **DISPLAYS AND SIGNAGE**

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

## **PROMOTION**

- Loft & Earth are happy to support our hirers with the re-sharing of event details across our social media platforms and online calendar once payment has been received.
- 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 an 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 and 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.

## **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.

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## 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 organizer or the authorized 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.

\_\_\_\_\_  
For and on behalf of (business name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature