



## EVENT TERMS AND CONDITIONS

### 1. Public Liability Insurance and Professional Indemnity Info

The Hirer must provide proof of Public Liability Insurance and Professional Indemnity Insurance before the event. AH&MRC reserves the right to request evidence of these insurances at any time.

### 2. Cultural Protocols, Aims & Objectives

The Hirer has an obligation to recognise and adhere to the Aboriginal Health & Medical Research Councils' (AH&MRC) Cultural Ethics & Protocols as well as the AH&MRCs' Ethos, Aims and Objectives.

### 3. Booking

All bookings and requests will need to be approved by the Venue and Events Co-ordinator before confirmation of the booking is made.

### 4. Payments

- An invoice will be sent to the Hirer, and payments are made by either credit card or via Electronic Funds Transfers (EFT). Details of the EFT will be printed on the invoice.
- The Venue Hirer is responsible for all catering costs and must make direct arrangements with their chosen caterer.

### 5. Additional Cost

Any additional costs incurred by the AH&MRC on behalf of the Hirer is to be paid by the Hirer. Additional costs may include: hiring of additional tables, chairs, specific audio-visual equipment not available at the AH&MRC, Little Bay Campus etc. and additional hours of venue use.

### 6. Cleaning fees

Cleaning during an event is included in the venue hire fee. However, additional charges will apply if excessive cleaning is required due to the use of items such as glitter, paint, sand, straw, or confetti.

### 7. Security Policy and Labour Surcharges

Events after 5pm will require a minimum of two (2) AH&MRC staff members to remain onsite depending on the size on the event. Any additional staffing required for event will be invoiced at \$65.00 per person per hour plus GST.



## 8. Car Parking

Limited undercover parking is available onsite at the AH&MRC, Little Bay campus on the Lower Ground floor at a fee. Please notify the Venue & Events Co-ordinator as soon as possible to book this in as spots are limited.

## 9. Storage

The storage of materials or items for the event must be requested in advance and is subject to the availability of space. Delivery of goods will only be accepted up to two (2) working days prior to the event. AH&MRC will take all the necessary care but accepts no responsibility for damage or loss or merchandise left in the venue prior, during or after events. All items must be removed immediately following each event.

## 11. Alcohol & Smoke Free Zone

AH&MRC, Little Bay Campus is an educational and health facility therefore the building and it's surrounds are an alcohol and smoke free zone.

## 12. Force Majeure

AH&MRC will not be liable for any failure to comply with this agreement due to circumstances beyond its reasonable control, including but not limited to acts of God, war, earthquakes, floods, strikes, and governmental actions.

## 13. Attrition & Cancellation

Upon signing of this agreement	20% non – refundable deposit is required
Between 7 and 0 working days prior to first event date	100% cancellation fees is the expected event as stated in this contract with apply.

**Please note:** the above attrition applies to a cancellation for the agreed event dates listed in this contract. Any change or reschedule of the entire event to new dates will be treated as per event cancellation and will incur charges as per the conditions listed above.

## 14. Liability

- The Hirer agrees to indemnify and hold harmless AH&MRC from any and all claims, damages, losses, and expenses arising out of or resulting from the Hirer's use of the venue.
- The Venue Hirer shall be liable for any loss or damage to AH&MRC property caused by the Hirer, their employees, agents, contractors, or guests.
- AH&MRC shall not be liable for any loss of profit or any consequential damages suffered by the Hirer, whether based on breach of contract, warranty, or otherwise, arising from any act, error, or omission on the part of the Hirer.
- The liability of AH&MRC to the Hirer, whether in contract or tort, shall not exceed the total cost of the hire and/or catering fees.



## 15. Attendee checks

- If minors (under the age of 18) are present at the event, the Venue Hirer is responsible for ensuring that all attendees, including staff and contractors, have appropriate checks as required by law, including Working With Children Checks (WWCC).
- The Venue Hirer must provide evidence of these checks to AH&MRC prior to the event.

## 15. Room Set-Up

AH&MRC will attempt to set-up the training rooms as per the Hirer's requirements and as per the room set-up chart. If the Hirer chooses to change the set-up of the rooms, they are to restore it back to the standard set-up as per the chart available in each room.

## 16. Catering responsibility

- All catering arrangements, including dietary requirements, are the responsibility of the Venue Hirer.
- AH&MRC shall not be responsible for any catering services or related issues.
- The Venue Hirer must ensure that all food safety regulations are adhered to and that caterers are appropriately licensed and insured.
- AH&MRC accepts no liability for any food-borne illnesses or other issues arising from catering services arranged by the Venue Hirer.

## 16. Occupational Health & Safety

The Hirer and their delegates must abide by the AH&MRC Little Bay Campus' rules and conditions for Occupational Health & Safety. Hirers and guests are required to sign in and out upon arrival and before exiting the premises.

## 17. Damage

The Hirer will be responsible for any damage to the venue property caused by the Hirer or their guests. No items are to be nailed, screwed, stapled, or adhered to walls, doors, or other surfaces within the AH&MRC premises. AH&MRC reserves the right to charge the Hirer for any damages, theft, or loss caused to any property of the building.

## 18. Confidentiality and dispute resolution

Both parties agree to maintain confidentiality regarding all aspects of the event and the terms of this agreement. Any disputes arising from this agreement shall be resolved through mediation before proceeding to litigation.



## 19. Shared Facility

(a) The Hirer acknowledges that the AH&MRC premises are a shared facility and that there may be other events or meetings being held in the various rooms in and around the hired Venue.

(b) AH&MRC reserves the right to re-assess the Venue hire and make a room change at any time prior to the Event as long as the alternative room is of equitable size and has the same facilities, it is therefore recommended that the Hirer not use room names on any printed material for the Event.

(c) With the room hire agreement the Hirer gets access to the booked room and the lounge/kitchen area only, please do not spread out to additional rooms.

## PAYMENT TERMS

An invoice will be sent to the Hirer and payments are made by either a credit card or via Electronic Funds Transfers (EFT). Details of the EFT will be included on the invoice.

Schedule	Summary Details
Upon signing of this agreement	20% non – refundable deposit is required
Between 7 and 0 working days prior to first event date	Final numbers and requirements for event along with payment of remaining balance.
Upon Departure	Any outstanding balance. Please note that charges may be applied to credit card provided