

# 2020 TERMS & CONDITIONS

## DOOR ACCESS

There are 2 key safes located on the premises.

1. The first key safe is located at the front door of the entrance of the House
2. The second key safe is located at the back entrance of the House

You will be provided with the code to access the House, one week prior to your booking.

If the key is lost or stolen there will be charged incurred of \$150.00 or at the discretion of the Clota Cottage Neighbourhood House Management.

## WHAT IS PROVIDED AND INCLUDED IN THE HIRE FEE

Some basic equipment is available (please wash/put away after use)

- Small amount of miscellaneous crockery, cutlery and coffee mugs and plastic platters;
- Dishwashing liquid;
- Small number of baking trays & pans;
- Use of TV, DVD equipment in rooms
- Brooms, dust pans and brush, mop, bucket and floor cleaning liquid, vacuum.

## HEATING AND AIR CONDITIONING

The Cottage has heating and air conditioning split systems throughout the House. Instructions and remote controls are affixed to the walls.

## DECORATIONS

Decorations are allowed in the House; we recommend using Blu Tack for putting up decorations. All decorations and Blu Tack must be removed at the end of the event.

## OTHER INFORMATION

- Please respect other users of the Centre and our neighbours particularly in relation to noise.
- Music must be kept at a reasonable volume with consideration of our neighbours. Music must finish at 10:30pm on Fridays and Saturdays and 10pm from Sunday's to Thursday's.
- Clota Cottage Neighbourhood House does not provide barbeque facilities
- Jumping castle and animal farms are not permitted within the Centre

## BEFORE LEAVING THE CENTRE

- Please vacate the premises promptly at the end of your hire time. A post-hire check will conduct after your booking;
- Clean rooms used: Sweep and mop floors where appropriate, wipe surfaces, replace chairs and tables and leaving the room in a tidy manner;
- Remove all decorations and take rubbish home or dispose in garbage bins;
- Turn off kitchen equipment, lights, heater/ air-conditioner;
- Lock and secure all external doors

## STATEMENT OF COMMITMENT TO CHILD SAFETY

All venue hirers of Clota Cottage Neighbourhood House are required to observe child safe principles and use appropriate behaviour towards and in the company of children while participating in activities that include children at Clota Cottage Neighbourhood House or while using the services of Clota Cottage Neighbourhood House as set out in Clota Cottage Neighbourhood House Child Safe Code of Conduct. The Clota Cottage Neighbourhood House Child Safe Code of Conduct is downloadable from our website on the Policies Page.

# GENERAL POLICIES

All hire is subject to the discretion of the Clota Cottage Neighbourhood House Management. Hirers are required to adhere to Clota Cottage Neighbourhood House venue hire policies. The Clota Cottage Neighbourhood House Management Committee grants the Hirer a non-exclusive licence to use the facility (including furniture & fittings, for their usual purpose) in accordance with the terms of the agreement and for the period of hire that has been booked. The Clota Cottage Neighbourhood House Management Committee reserves the right to cancel a booking with a least 2 weeks' notice.

The Clota Cottage Neighbourhood House Management Committee reserves the right to review hire fees at any time and apply the new rate will apply to new bookings.

## CANCELLATION

Where cancellation is received by the Booking Officer less than 14 days prior to the hire date, a cancellation fee of \$30 will apply. Where cancellation is received by the Booking Officer less than 7 days prior to the hire date, a cancellation fee equal to the Hire Fees will apply. All cancellations or requests to change the bookings must be made in writing, by mail or email, to the Booking Officer.

## DAMAGE TO BUILDING, EQUIPMENT OR ANY ITEM AT THE VENUE

The Hirer must ensure that the floors, walls, windows or any parts of the Venue are not broken or pierced in any way by any nail, screw or any other means. No audio, electrical or TV installation, decorations, posters, advertisements, flags, shields, emblems or any other thing shall be attached erected, fixed, hung or displayed in or on the Venue, unless approval is given in the Confirmation Letter. The Hirer is responsible for any damage to the building or any internal part of it caused by any such items. The Hirer is responsible for any damage to the Venue, including the area surrounding the Venue, fences, fittings, furniture, curtains, equipment, and other property at the Venue, that occurs during the hire period or as a result of, or in connection with, the Hirer's hire of the Venue. Report any breakage or incidents to the House Manager.

## THEFT/ LOSS/ DAMANGE

The Hirer releases, to the fullest extent possible at law, the House from any liability for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Venue.

## NO SMOKING POLICY

Smoking is not permitted within or at the Venue. The Hirer must ensure that, no smoking by any person is permitted at the Venue, including the immediate vicinity of the Venue.

