

The Joinery Venue Hire

Terms and Conditions

Payment

All bookings must be paid in full prior to the event hire. Payment can be made when booking online or for phone or email bookings through our office manager on phone 8223 5155. Payment must be received within five business days of the date of confirmed booking. When the booking is to take place less than five business days prior to the event the payment must be made at the time of booking or within 24 hours (must still be prior to the event actually taking place). The Joinery (Conservation SA) will not follow up outstanding documents or fees and non-payment may result in cancellation of your booking. The Joinery (Conservation SA) will not confirm bookings until these requirements are met. Receipt of the signed Booking Confirmation by The Joinery (Conservation SA) confirms acceptance of these Terms and Conditions of Booking.

Cancellations and Refunds

Bookings cancelled more than 14 days in advance will receive a full refund.

Bookings cancelled less than 14 days and more than 7 days in advance will receive a 50% refund.

Bookings cancelled less than 7 days prior to the event will receive no refund.

Security

If your room hire includes building access outside of the normal opening hours (9-5 Mon-Fri) you must ensure you have received a *building security briefing* prior to the room hire. It is your responsibility to ensure you organise this with Conservation SA staff in advance of your booking. Conservation SA staff have limited availability, and are not necessarily available to deliver the building security briefing all days. Please contact venuehire@thejoinery.org.au or officemanager@conservationsa.org.au to arrange an appointment.

All processes for a secure lock up need to be followed as per building security briefing. Leaving the heating / air-conditioner on after locking up will incur an additional fee of up to \$50 a day.

Keys / swipe cards are to be returned to the security lock box outside the building that day. Should you accidentally forget then you must advise us by 9.30am the following business day and return the keys / swipe card within one week of an event or an additional fee of \$50 will be incurred.

The Hirer is responsible for securing the premises and ensuring that all lights and appliances are turned off and all external doors are locked. In the event that the building is not properly secured *by midnight*, any costs to recover security call out charges, repair to damaged items or replacement of stolen items will be borne by the Hirer.

Conservation SA reserves the right to visit The Joinery at any time during the booking period to check that activities are compliant with the Terms and Conditions of Booking.

Safety

The Joinery is alarmed in the event of fire. The fire exits are clearly marked and the safe assembly zone is opposite the front of the building outside the new bus station. There are fire extinguishers clearly marked. It is your responsibility to advise your visitors of procedures in the event of fire.

There is a first aid kit near the front entrance, please look for the green sign.

There is a WHS notice board in the hallway opposite the stair well with detailed safety information on it and you are advised to make yourself familiar with its contents.

Liquor

If you are intending to serve alcohol, it is your responsibility to ensure you have the appropriate government licences. Alcohol is prohibited at The Joinery at all times except when specific prior approval is granted by the The Joinery Coordinator. Activities involving alcohol may require a State Government issued Liquor License. Applications take up to 14 days to process and allocation of a license is not guaranteed.

Information regarding obtaining a Liquor License is available by contacting: Consumer and Business Services - Liquor, Gaming, Racing, Casino, Lotteries and Charities Phone: 131 882 Website:

<http://www.cbs.sa.gov.au/wcm/licensing-andregistration>

Finishing on time

It is important that you finish within your allotted time. Other groups may have booked the space after you. **All activities must end and Hirers must have vacated the premises by 12 midnight.**

Room Set Ups and Furniture

Hirers are to set up space/s as required and to return all furniture to the position in which it was found. Be aware that other hirers may require access soon after your booking so it is important for spaces to be packed up and returned to the arrangement in which you found it by the end of your prearranged booking time. Taking a photo of the room when you arrive may assist you in returning the room to its required set up.

Kitchen Facilities and Catering

Kitchen/kitchenette facilities are available. Hirers using the kitchen must bring their own tea and coffee supplies, tea towels, food and beverages. It cannot be assumed the kitchen will be available for exclusive use unless by prior arrangement with the Centre Coordinator recorded in the Booking Confirmation. Crockery, cutlery and glassware are available on request, and at no extra charge. Specific event function items e.g. wine glasses, white dinner plates etc are available for an additional hire fee.

All café items are to be returned to the café or collected neatly together and placed on top of the glass cabinet within the community kitchen area.

Cleaning

It is expected that all rooms will be left clean and tidy.

Guidance and expectations regarding the condition of the room on leaving are provided on site.

Please forward any questions you may have in regards to this to venuehire@thejoinery.org.au

An additional fee for cleaning will apply if the following guidelines are not adhered to: Kitchen is to be left clean and tidy with all bench tops wiped down and the floor vacuumed. All dishes must be washed, dried and returned to the area they were removed from. Wipe down the microwave oven if it was used. Feel free to use the dishwasher and place the appropriate label e.g. clean, dirty or in use onto the outside of the dishwasher, tablets can be found underneath the sink.

If the site is not left appropriately clean and tidy, and additional cleaning is required you will be charged a \$300 cleaning fee.

Use of Equipment

Projector and Audio equipment is available for hire. If you require additional equipment please enquire at the time of booking whether this is available. If not, the Hirer must obtain the equipment at their own cost. It is recommended that Centre Users giving presentations arrange a mutually convenient time to attend the Centre in advance of their booking to test the equipment with their media device.

Centre Users are required to supply their own stationery and consumables, including pens, paper and butcher's paper.

Displays, Signage and Decorations

Hirers are asked not to affix anything, including signage, decorations or paper, to any surface of the rooms without the prior approval of the Community Centre Coordinator.

Deliveries, Storage and Removal

The Joinery cannot offer storage facilities. Conservation SA will not accept liability for any damage or loss to goods left or stored in The Joinery prior to, during or after use.

Smoking

The Joinery has a Smoke Free Policy and smoking is not permitted inside the Centre or within five metres of any entry/exit.

Parking

On street parking is available at all times. A paid public car park is available above the Bus station across from The Joinery and is accessible from Grote Street.

Termination

The Joinery may terminate the right to hire the venue at any future date by giving notice, in writing, to the last known address supplied by the Hirer. There will be no minimum notice necessary if this action is undertaken as a result of unruly behaviour, damage to property, disturbance to neighbours, failure to pay for booking or other costs and use of the premises at variance with the approved usage.

Indemnity

The Hirer must indemnify the Conservation SA against any liability, loss, claim or proceedings arising under any statute or at common law in respect of any injury, loss or damage to property, real or personal, or in respect of personal injury to, or death of, any person, arising directly or indirectly out of or in connection with the Hire.

Insurance

It is the responsibility of the Hirer to effect appropriate insurance to cover any loss or damage caused during the hire of the Joinery. In the event the purpose for hire is considered by the Joinery to be of sufficient risk, it may ask that the Hirer provide a cover note of proof of insurance by providing a copy of its current Certificate of Insurance.

Consideration of others

Exclusive use of all The Joinery areas e.g Exhibition Space, Seminar room, garden is not included in an individual room booking hire, however multiple rooms can be negotiated for a more exclusive event.

In the event other areas of the venue have been hired by others at the same time, we ask that you consider keeping the noise levels to a minimum and not be too intrusive on the other booking.

No sound amplification equipment is to be utilised whatsoever unless with prior approval by the Coordinator that is clearly recorded on your Booking Confirmation.

Please supervise children at all times.

If you have concerns in regards to this please contact Kylie on email at venuehire@thejoinery.org.au or phone 8223 5155 to discuss further.

Agreement

Please sign to acknowledge your acceptance and understanding of these terms and conditions. Then email scanned or photo version of signed copy to venuehire@thejoinery.org.au

Date of booking/s

Event

Organisation (if applicable)

Address

Phone

Email

ABN (if applicable)

Please provide a copy of your public liability insurance (if you have)

Name

Signature

Date

For any inquiries please contact venuehire@thejoinery.org.au or phone 8223 5155.

We thank you for booking the Joinery.