

# The Joinery Venue Hire

## Terms and Conditions

### Payment

All bookings must be paid for prior to the event taking place. Payment can be made when booking online or for phone or email bookings through our office manager on phone 8223 5155.

### Cancelations

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

Bookings cancelled less than 14 days and more than 7 days a refund will be 50%.

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

### Cleaning

It is expected that all rooms will be left clean and tidy, including tables and chairs stacked away and any furniture moved prior to event placed back in its originating position (unless pre-arranged).

All café items are to be returned to the café or collected neatly together and placed in the designated box within the community kitchen area.

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

[kylie.krueger@conservationsa.org.au](mailto:kylie.krueger@conservationsa.org.au)

If the site is not left appropriately clean and tidy, and additional cleaning is required Conservation SA / The Joinery will charge a \$300 cleaning fee.

### 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 CCSA staff in advance of your booking. CCSA staff have limited availability, and are not necessarily available to deliver the building security briefing all days. Please contact [kylie.krueger@conservationsa.org.au](mailto:kylie.krueger@conservationsa.org.au) or [officemanager@conservationsa.org.au](mailto:officemanager@conservationsa.org.au) to arrange an appointment.

All functions 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.

If the security system is not armed / disarmed correctly by midnight this may result in a security call out, and may incur an additional fee of up to \$100.

Keys / swipe card 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 may be incurred.

### Liquor

If you are intending to serve alcohol, it is your responsibility to ensure you have the appropriate government licences.

### Finishing on time

It is important that you finish within your allotted time. Other groups may have booked the space after you.

**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.

At times other areas of the venue may have been hired by others, we ask that should this be the case you consider keeping the noise levels to a minimum and not be too intrusive on the other booking. If you have concerns in regards to this please contact [kylie.krueger@conservationsa.org.au](mailto:kylie.krueger@conservationsa.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 [kylie.krueger@conservationsa.org.au](mailto:kylie.krueger@conservationsa.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 [kylie.krueger@conservationsa.org.au](mailto:kylie.krueger@conservationsa.org.au) or phone 8223 5155. We thank you for booking the Joinery.