

VATE Conference Room



Terms and Conditions of Venue Hire

1. Hire of Venue

1.1 The Victorian Association for the Teaching of English (VATE) agrees to hire the VATE Conference Room to the Hirer in accordance with the terms and conditions contained in this Agreement.

1.2 The venue must only be used for such activities, functions and or events that are approved by VATE.

1.3 The Hirer warrants that the Function shall not cause any physical or other damage to the venue or to the reputation and good standing of VATE. The Hirer is also responsible for the behaviour of its servants, patrons, guests, staff and contractors and must ensure that they also comply with the terms and conditions of the Agreement.

1.4 The Hirer shall conduct the Function in an orderly manner and shall comply with all laws, regulations and such other legal requirements that may apply or relate to the Function, including the by-laws and usual terms and conditions of VATE.

1.5 The Hirer must provide to the VATE Representative comprehensive and accurate information about the Function. This information must include information on any equipment to be used and any other information regarding any aspects of the event, which may affect the safety of the premises or good name and reputation of VATE.

2. Fee for Hire

2.1 The Hirer shall pay the Fee specified in the Venue Hire Agreement.

2.2 In the event that there are extensions to Function duration or other agreed additional charges, the client may be invoiced for the balance following the Function.

2.3 A discounted rate is available for institutions or funds established for a charitable purpose. Charitable purposes are those that the law regards as charitable, namely the relief of poverty or sickness or the needs of the aged, the advancement of education, the advancement of religion and other purposes beneficial to the community. All applications for the discounted rate must be in writing and addressed to the Venue Manager, VATE. You will be advised in writing of the outcome of your application.

3. Bookings

3.1 The VATE Conference Room is available for hire Monday to Friday.

3.2 Confirmation of tentative bookings must be made within 10 days of the Function date. Failure to confirm a tentative booking may result in the booking being cancelled. Confirmation of the booking is made upon the signing of the Venue Hire Agreement.

3.3 Confirmation of the number of people attending the Function shall be provided to the VATE Representative at least 48 hours prior to commencement of the Function. Where actual numbers of attendees are not reasonably able to be ascertained, an estimate shall be provided.

3.4 In the event that the numbers of people attending an event is increased by the Hirer, after signing the venue hire agreement, resulting in numbers exceeding the legal occupancy of the venue, VATE reserves the right to cancel a function, or refuse entry to guests once the legal capacity has been reached.

4. Cancellation by Hirer

4.1 Cancellation of a booking shall be in writing and submitted to the VATE Representative.

4.2 Cancellations will incur the following charges:

0-2 days 100% venue hire

3-4 days 50% venue hire

5-7 days 15% venue hire

More than 7 days no cancellation fee

5. Cancellation by VATE

5.1 VATE may cancel the booking or offer alternative dates on 24 hour notice, if in its reasonable opinion:

(a) The facilities will be unfit for use during the hiring period, or

(b) In case of an emergency.

5.2 In the event of a cancellation resulting from 5.1, VATE will refund 100% of all monies paid.

5.3 In the event of an alternative date or venue being agreed by both parties, the deposit paid will be retained by VATE and applied to the alternate booking.

5.4 VATE may cancel the booking, if in its reasonable opinion, the hirer fails to comply with the terms and conditions of this agreement.

5.5 If the booking is cancelled as a result of clause 5.4, clause 4.2 will apply.

6. Equipment

6.1 VATE will provide the Equipment specified in the Venue Hire Agreement. The Hirer is not permitted to use their own audiovisual equipment without authorisation from the VATE Representative.

6.2 The Hirer must notify the VATE Representative of any other or special equipment requirements prior to commencement of the Function.

6.3 Any equipment belonging to the Hirer or for which the Hirer is responsible for, shall be removed from VATE the same day as the Function concludes.

7. Conservation and special conditions

7.1 The VATE Conference Room is subject, but not limited to, the following specific conditions:

(a) Candles or naked flame may not be used in any part of the Conference Room

(b) Smoke machines, special balloon effects and pyrotechnics are not permitted

7.2 Use of the Carringbush Business Centre foyer area is not permitted under any circumstance.

7.3 Should the Fire Brigade respond to an alarm at the VATE Conference Room, set off by the unauthorised use of equipment, the Hirer will be liable for any charges incurred by VATE. The Hirer will also be liable for any damage to the buildings, furniture or fittings of the Carringbush Business Centre, as a result of such unauthorised use or damage caused by the Fire Brigade in responding to the alarm.

8. Set up and delivery (Bump in/bump out)

8.1 The Hirer is responsible for costs involved in ensuring set up and break down time of the venue.

8.2 All bump in/bump out deliveries (set up/breakdown) procedures must be agreed with VATE and confirmed in writing prior to the Function. This includes, but is not limited to:

(a) Bump in/bump out dates and times

(b) Entry points and access pathways for all equipment bump in/bump out,

(c) Delivery times and details

(d) The names and contact numbers of a supervising representative from each contracting company involved (including and expected times of arrival)

10. Signage

10.1 The Hirer shall not erect or place any flag, banner or other signage in, or around the VATE Conference Room without the prior approval of the VATE Representative. Such approval shall be at the sole discretion of VATE and approval will not be given for any signage which detracts from the appearance of the

premises, is potentially unsafe or which may cause any damage to the buildings, furniture or fittings.

10.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building, furniture or fittings.

11. Catering and Alcohol

11.1 Catering can be provided by a company of your choice.

11.2 All refuse and function equipment catering must be removed from the VATE Conference Room and its environs. VATE may impose additional cleaning charges incurred as a result of excessive rubbish and equipment not removed by the Hirer.

11.3 The sale of alcohol on the VATE premises is not permitted without the appropriate Liquor License first having been obtained by the Hirer.

12. Security

12.1 VATE accepts no responsibility or liability for any loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the Function. The Hirer indemnifies VATE against any such claim, action, loss or damage.

13. Insurance

13.1 A certificate of currency, or such other proof as may be acceptable to VATE, providing Public Liability Cover for up to \$10 000 000 for any one event must be provided to the VATE Representative prior to the Function.

14. Smoking

14.1 The VATE Conference Room is a non smoking venue. VATE reserves the right to remove persons from the Conference Room and or close down the Function if smoking occurs within the premises. Smoking is also not permitted anywhere within the Carringbush Business Centre.

15. Exits

15.1 Exit signage must not be covered and access must not be blocked off under any circumstances.

17. Noise

17.1 The Hirer shall not exceed any noise levels, which, in the opinion of VATE, may disturb other offices in the building or disrupt the normal operations of VATE.