



CONDITIONS OF HIRE

These conditions of hire relate to casual and continuing hire of community meeting rooms and private meeting rooms at Shop 48.

Any breach of these conditions may affect the insurance cover and result in the hirer being liable for any costs or expenses resulting from such breach.

1. APPLICATION

Casual hire: the hire of Shop 48 Community Meeting Rooms or Private Meeting Rooms for a single occasion or event.

Applications can be made in person or by emailing: reception@shop48.org.au

Confirmation of the booking will be made following receipt of a completed Shop 48 Meeting Room Hire Application Form.

PLEASE NOTE:

No person or entity, other than the party named in the Application Form, may use or occupy a Meeting Room without the written permission of the Shop 48 Facility Manager.

2. FEES AND CHARGES

Room 1:

- Casual rate: \$15.00/hr
- Continuing rate: \$10.00/hr

2:

- TBA

3:

- Casual rate: \$15.00/hr
- Continuing rate: \$10.00/hr

Private Rooms:

- TBA

The fees and charges for the hire of the Meeting Rooms are fixed by Shop 48 Management. Shop 48 reserves the right to cancel any confirmed booking, for reasons of National, State or local district emergency without being liable for any compensation. In the event of such an occurrence any Hire Fee and security deposit paid will be refunded in full.

PAYMENT TO BE MADE BY CREDIT/EFTPOS – NO CASH.

3. CLEANING AND RUBBISH REMOVAL

The Meeting Rooms must be thoroughly cleaned and cleared of all rubbish, all chairs and tables returned to storage areas.

4. DAMAGES

The floors, walls, curtains or any part of the Meeting Room or any fitting or furniture must not be broken, pierced by nails or screws or in any other way damaged, including the use of adhesive tape. No notice, sign advertisement, scenery, fittings or decorations of any kind may be placed in or on or attached or affixed to any wall, door or any other part of the Meeting Room, or any fittings or furniture contained in the Meeting Room, without the prior consent of Shop 48 Management.

The Hirer accepts responsibility for damage to Shop 48, private or public property and agrees to meet full costs of cleaning or repairing or replacing.

5. SMOKING IN MEETING ROOMS

The Hirer must ensure that all guests and invitees are aware that;

SMOKING IS PROHIBITED IN ALL MEETING ROOMS.

6. CONSUMPTION OF LIQUOR

Except in circumstances where the Hirer has sought and received written permission from SHOP 48 Management, the consumption, sale or raffle of alcoholic beverages in Shop 48 is not permitted.

Liquor cannot be sold in our Community Meeting Rooms without the prior written consent of Shop 48 Management or without the relevant licence being obtained from the Liquor Licencing Commission Victoria. Written approval from Shop 48 Management must be obtained prior to making application for a liquor licence. Conditions of any permissions given and/or permit conditions must be adhered to at all times.

7. GAMBLING

No game of chance at which, either directly or indirectly, money is passed as a prize may take place in any part of the Meeting Rooms.

8. INDEMNITY

The Hirer agrees to Indemnify and to keep indemnified Shop 48, its servants and agents, and each of them from and against all actions costs, claims, charges, expenses, penalties demands and damages whatsoever which may be bought, made or claimed against them, or any of them, in the connection with the Hirer's use and occupation of the Community Meeting Room and performance or purported performance of the Hirer's obligations under this agreement, and directly related to the negligent acts, errors or omission of the Hirer.

The Hirer's liability to indemnify Shop 48 will be reduced proportionally to the extent that any act or omission of Shop 48, contributed to the loss or liability.

Shop 48 takes no responsibility for property or equipment owned by the Hirer. The Hirer must take out an keep current appropriate insurance to cover all property and equipment owned by the Hirer and stored or used at the Meeting Rooms as part of this agreement.

The Hirer must inform shop 48 of any incident that occurs in the Community Meeting Room either prior to, during or after the Hire date.

9. GUIDELINES FOR EMERGENCY EVACUATION PROCEDURE

In case of an emergency the Hirer will be directed by a Shop 48 officer.

The Hirer must:

- Know where all the safe exits and exit paths are located;
- Designate a safe external assembly point;
- Keep all exits and exit paths clear during use of the Meeting Rooms;
- Ensure activities to be undertaken by the Hirer and the Hirer's guests are not dangerous