

Terms and Conditions for Community Room Hire

Name of hirer:
Email Address:
Total hours of hire:
Dates of hire:
Total amount due:

Booking and Payment

Capacity = 10

Price per hour = \$20 + GST / Full Day Price (6 hours) = \$100 + GST

- Full payment for the venue must be received within 48 hours prior to the hire date.
- If payment is not received in full by this date, Northart reserves the right to cancel the booking and recover any costs incurred. The period booked must include setting up, dismantling and cleaning of the venue. No bond is due for hire, however you will incur a fee if any of the following should occur
 - a. Venue equipment damaged or stolen.
 - b. Rubbish left inside or directly outside the venue and extra cleaning is required.
 - c. You enter into or remain within the venue outside of the booked period

Cancellations

Northart must be notified 7 days prior to the event period of cancellation and a full refund will be given, any later than this and a refund will not be issued.

Health and Safety

- It is the hirer's responsibility to make themselves familiar with the evacuation procedure in case of a fire at the venue and to ensure that all emergency exits are clear and free of any obstacles. Call 111 if necessary.
- The hirer will be responsible for the behaviour of event participants and for ensuring that activities and persons present adhere to the rules of Northart at all times.
- Unless other arrangements have been made, a Northart Gallery Assistant will be in Gallery A during the general opening times of the gallery where there is access to the toilets.

Security

The room key must be returned to Northart staff by 4pm on the day of hire.

General

- You should ensure that you clean up after your hire period, as the room should be left as you found it.
- A vacuum and surface cleaner will be provided and the rubbish to be put in either recycling or rubbish bins provided.
- Alcohol is not permitted to be. Aside from water, food and beverages is at the permission of the Directors. This must be declared at the time of the booking.
- The hirer acknowledges that all property or equipment brought into Northart Community Room will be safe for use and removed at the end of the booking.
- Anyone that leaves possessions at Northart Community Room does so at their own risk.
- The hirer shall ensure that no equipment or any room that does not form a part of the event are not being used by participants.

Signed:

Date:

Signing acknowledges acceptance of these terms and conditions set out by Northart