

QUEEN VICTORIA WOMEN'S CENTRE
BOOKING TERMS AND CONDITIONS



1. Confirmation & Booking Conditions

Bookings and Payment

The Queen Victoria Women's Centre (QVWC) Conference Rooms are available for hire from 9am – 5pm. Hire requested outside these hours will be subject to approval by the QVWC.

The QVWC requires minimum 10 working days notice to ensure your requirements are met in time.

All bookings must be confirmed by payment of a **25% deposit of the total booking**. An invoice for your deposit will be sent to you on the day your booking form is received, and payment must be received within 1 business day of receiving your invoice. If your payment is not received in time, your booking may be cancelled.

Full payment must be received at least 5 working days prior to your start date.

If your booking is made under 10 working days notice and approval is given by QVWC, you will be invoiced for the full amount of which you have 1 business day to make payment. If full payment is not received in time, your booking may be cancelled.

Cancellation

If your booking is cancelled within 5 working days or less, a 50% cancellation fee will apply to the payment received.

Bookings that are cancelled outside 5 working days will incur a cancellation fee of 25% of the payment received.

In the event that the Hirer wishes to post-poned a booking and a deposit and or full payment has been received, the QVWC will retain the payment and ensure it is put towards the later date. The QVWC require minimum 10 working days notice if the event is to be post-poned.

Tentative Bookings

Confirmation of tentative bookings must be made within minimum 10 working days of the proposed start date or by the agreed timeframe given to the Hirer by QVWC. It is the Hirers responsibility to confirm tentative bookings and no reminders will be given. If the QVWC does not receive a response by the specified date, the booking will be cancelled.

2. Attendance and Security

The Centre is open from 9.00am to 5.00pm Monday to Friday.
The Trust office is located on the First Floor.

Hirers are requested to register at the QVWC Trust Office on the day of the event.

If using facilities on the weekends or after hours (5pm onwards), a security guard must be arranged through QVWC at a cost of \$40 per hour including GST (a minimum of 3 hours is required). This is essential to ensure security of the building, and the event Hirer must contact the QVWC Trust office to arrange for the security services.

Similarly, if using the facilities on the weekend or after hours (5pm onwards) extra cleaning charges will apply. The extra cost will be determined depending on the specific requirements.

It is the Hirers responsibility to ensure that the function finishes on time and that guests leave the building on time. Please ensure you have sufficient staff and/or equipment to enable you to vacate, including time to clean-up and bump-out. If the security guard is required to stay beyond your specified time, you will be charged additional fees accordingly. Should your function end earlier than anticipated, the payment for the security guard is non-refundable.

3. Catering

Tea and coffee is available for small groups of 25 participants or less. Larger groups will have to organise a catering service, or the Hirer can bring their own supplies. For a list of our suggested caterers, please contact our office to obtain more details.

All catering equipment, rubbish and bottles are to be removed from the conference centre appropriately. The QVWC will impose additional cleaning charges as a result of excessive rubbish.

If alcohol is present during the function, the Hirer shall ensure that its staff, contractors and participants comply with all liquor licensing laws, including the avoidance of drunkenness or inappropriate behaviour and especially prevent consumption of alcohol for any persons under the age of 18 years. The sale of alcohol on the premises of the QVWC is not permitted without the appropriate Liquor License first having been obtained by the Hirer. The QVWC requires a copy of the Liquor License if alcohol is to be consumed on the day of the event. It is the Hirer's responsibility to obtain this. For more information on the Liquor License, please visit www.liquor.vic.gov.au

4. Compliance/Damages

The event Hirer and invited guests will conduct the event in an orderly manner in full compliance with the QVWC management policies and within all applicable laws. Any damage to the building or its contents will be charged accordingly to the party hiring the designated area.

5. Liability/Responsibility

If the QVWC has reason to believe the event will affect the smooth running of the Centre's business, security or reputation, it reserves the right to cancel the event without liability. The QVWC will not accept responsibility for any loss or damage to equipment or merchandise left in the Centre prior to, during or after a function.

Management officials and staff at the QVWC as well as Health and Safety officials have the right to enter any part of the function area at any time, and Hirers should notify any person attending any function organised by the Hirer accordingly.

6. Basis of Agreement

Performance of this agreement is contingent upon the ability of the QVWC to complete the same, and may be subject to labour troubles, disputes, strikes or picketing, accidents, government (Federal, State, or Local) requisitions, restrictions upon travel, transportation, equipment failure, and other causes, whether stated or not, which are beyond the control of the QVWC. In no event shall the QVWC be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise.

7. Signage

The Hirer shall not erect or place any flag, banner or other signage in or around the conference rooms without the prior approval from QVWC. Such approval will be at the sole discretion of the QVWC and approval will not be given for any signage which detracts from the appearance of the premises, is potentially unsafe or which may cause damage to the buildings, furniture or fittings.

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

8. Smoking

The QVWC is a non-smoking building. The QVWC reserves the right to remove persons from the QVWC and or close down the function if smoking occurs within the premises.

9. Set Up

The QVWC requires a full running sheet from the Hirer at least one week prior to the event taking place. The running sheet must include final, confirmed number of attendees as well as the itinerary of the event. Please be advised that last minute changes without prior notice (which may include changes to furniture set-up or equipment) may be refused.

The QVWC will only deal with the Liaison person nominated on the booking form to arrange all the requirements for the event. Anyone acting on behalf of the Liaison person will not be permitted to add to or change the booking in any shape or form.

Please complete the section below to acknowledge that you have read and agree to the Terms and Conditions:

Name: _____

Organisation _____

Phone No. _____

Signature: _____

Date: _____