

Terms and Conditions | Room Hire

Online Booking

1. Hire Fee

- The hire fee is immediately payable at the time of booking.

2. Cancellations/Reschedules

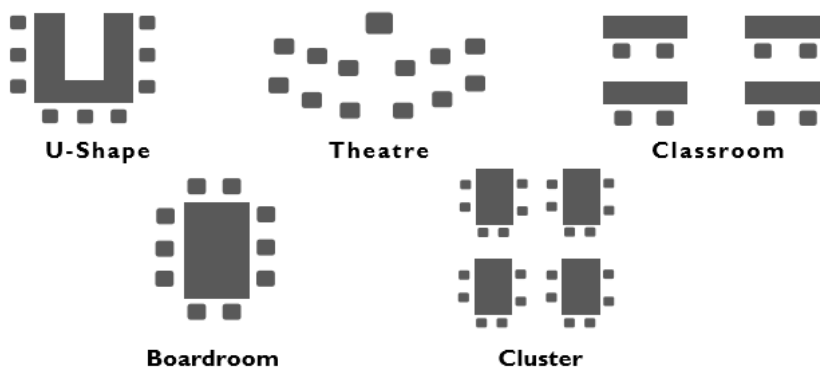
- If you need you cancel your facility hire booking Stirling Business Centre will refund you 50% of your total hire fee if cancelled with no less than 7 days notice before your booking date.
- No refund will be given if less than 7 days notice is received by Stirling Business Centre.
- Cancellations must be received by email.
- Rescheduling of bookings will be considered if more than 7 days notice and depending on facility availability.
- If less than 7 days notice is received and there is no availability for rescheduling the hire fee will be forfeited.

3. Display/Decorations

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

4. Training Room Setup

The training room can be configured in a number of ways:



Please advise your preferred seating configuration when booking.

5. Safety

- The approved hirer is responsible for the safety of their guests at all times. In the event of an emergency, the hirer must account for all of their guests.
- For out of hours bookings a centre induction will be completed at the same time as security cards are collected.

6. Cleaning and Damage

- The approved hirer is financially responsible for any damage sustained to the centre or its equipment by the organiser's guests, invitees or persons, whether in the hired room or any part of the centre's premises.
- Any breakages or damages will be charged at cost.
- A fee of \$60 (incl GST) will apply if extra cleaning is required. This fee may be increased at the discretion of the Centre Manager.

7. Theft and Loss of goods

- The Centre will not accept responsibility for damage, theft or loss of items in the premises prior, during or after the hire. It is recommended hirers arrange their own insurance and/or security.

8. Security

- For out of hours bookings, security access cards must be collected during office hours one business day before hire date.
- Access cards must be returned to the centre the following business day. A fine of \$10 per day will be incurred for cards not returned.

9. Opening/Closing for out of hours bookings

- The hirer is responsible for disarming and arming the building upon arrival and departure. The procedure will form part of the induction.
- All lights, electrical equipment and air-conditioning/heating must be switched off prior to leaving the centre.

10. Alcohol and gaming

- It is the approved hirer's responsibility to ensure all Liquor Licences and Gaming Permits required for the sale of alcohol and/or gaming activities during the booking are obtained. Please contact the Department of Racing, Gaming & Liquor at www.rgl.wa.gov.au for more information.

11. Client's Obligations & Responsibilities

- It is understood the hirer will conduct their event in a safe and orderly manner in full compliance with Centre Management and all applicable laws, including health and safety regulations and fire regulations.

The hirer shall ensure that the hirer's associates and persons attending or associated with the event:

- Not carry on or allow to be carried on in the function centre any behaviour, matter or thing that is, in the opinion of the Stirling Business Centre, dangerous, noxious, offensive, illegal, immoral, noisy or objectionable.
- Not, without the prior written approval of the Stirling Business Centre, bring into or remove from the centre, anything which is by reason of its weight, vibration, use or operation or in any other way likely to cause damage to the function centre.
- Not bring or permit any naked flame, explosive, fuel, ammunition, firearm or inflammable liquid acetylene gas or volatile or explosive oils, compounds or substances to be brought into or used in the centre without the approval of the Stirling Business Centre.
- Notify the Stirling Business Centre of any accident or injury occurring in connection with the event.