

Terms and Conditions | Facility Hire

This document outlines the Terms and Conditions for facility hire at Stirling Business Centre. These Terms and Conditions must be read and understood prior to hiring and covers the hire of the Training Room, Co-Lab space (as a training space) and Meeting Rooms.

Online Booking

1. Hire Fee

- The hire fee is immediately payable at the time of booking and upon payment the hirer has agreed to all Terms and Conditions listed in this document.

2. Cancellations/Reschedules

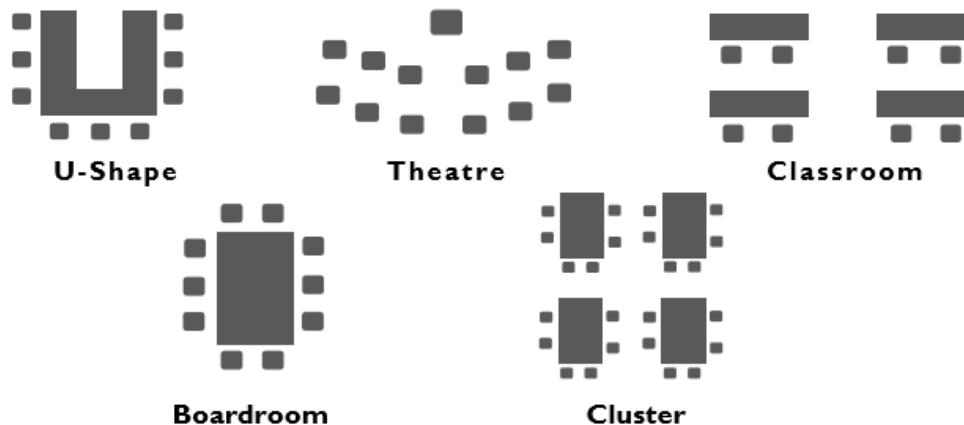
- If the hirer wishes to cancel their booking the following notice periods are required:
 - No less than three (3) business days of the scheduled booking - 50% of the total fee will be refunded.
 - Less than three (3) business days notice - no refund will be given.
- Cancellations must be received by email to info@stirlingbusinesscentre.com.au.
- Rescheduling of bookings will be considered if more than seven (7) days notice is provided (depending on facility availability) without forfeit of hirer fee.
- If less than three (3) business days notice is received rescheduling will be considered (depending on availability) with 50% of the hire charge 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 \$30 per card 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 r.gl.wa.gov.au for more information.

11. Client's Obligations & Responsibilities

- Stirling Business Centre is a 'Smoke Free' environment. Smoking is strictly prohibited inside the Centre or outside the Centre within 10m of the entry/exit doors.
- 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 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.

12. Additional rules to mitigate the risk of COVID-19.

Stirling Business Centre is operating in line with the State Government's COVID-19 restrictions. These do change from time to time so the hirer has a responsibility to ensure they know and understand the latest requirements and ensure their guests follow these requirements. More information is available at stirlingbusinesscentre.com.au/bookings.

For the health and safety of tenants, visitors and staff, the following COVID-19 conditions of entry must be adhered to:

- All visitors must sign in via the SafeWA app or complete the manual contact register.
- Physical distancing and good hygiene (including use of hand sanitiser) are strongly encouraged.
- Capacity in the training room, co-working space and meeting rooms is based on current Government restrictions.

Declaration

I have read, understood and accept the terms conditions and general information specified in this document for the use of Stirling Business Centre facility hire. Further I verify I'm in a position to accept these terms and conditions on behalf of the organisation that I represent. I will, to the best of my ability, ensure that all participants of my workshop/meeting will comply with the policies and terms and conditions of this document while using Stirling Stirling Business Centre facilities.

Applicant's Signature:

Print Name:

Date:
