

Conditions for Hire of Venues

FEES & CHARGES

1. Deposits

To secure and confirm an Abbotsford Convent Foundation (ACF) venue hire booking we require a deposit to be paid within seven days of invoicing. A deposit payment of 50% of the total hire fee is required to secure all venue bookings. This deposit will be deducted from the total hire fee. Bookings made within one week or less of the booking date must be paid in full at the time of booking.

2. Full Payment

Full payment needs to be received before the booking date. If payment isn't received the booking will be released and the deposit will be retained as compensation. Payments can be made by credit card/cash or cheque.

Please note that no new bookings can be accepted if there is a debt owing to the Abbotsford Convent Foundation from a previous booking.

CHANGES TO BOOKING DATES

3. Changes to Dates

Changes to dates will be permitted subject to venue availability. The notification of change of dates needs to be made to the Venue Hire Team at least 30 days prior to the original booking date. If notification isn't received within the 30 days, a 20% penalty fee will be applied to the original booking date.

4. Total Cancellation

In the event that a confirmed booking needs to be cancelled, the ACF requires as much notice as possible. Cancellation charges will apply as follows:

- a. **Cancellation with at least 30 days' notice**
If the ACF has received at least 30 days' notice of cancellation prior to the booking date, a cancellation fee will be charged equal to 20% of the total venue hire fee.
- b. **Cancellation with less than 30 days' notice**
Full payment will be charged if the ACF has received less than 30 days' notice of cancellation prior to the booking date.

Failure to notify the ACF of the cancellation

1. Full payment will be charged for the venue hire; and
2. Full payment for any arranged equipment or services.

All correspondence needs to be in writing and sent to: venuehire@abbotsfordconvent.com.au.

ROOM HIRE RULES

7. Hire period

Please note the agreed booking duration in your booking confirmation.

- a. Full day hire fees cover a period of up to 8 hours.
- b. Half day hire fees cover a period of up to 4 hours.
- c. A per hourly booking is strictly for the agreed period.

If you require access outside of your agreed booking hours you must arrange this with the ACF a week prior to the booking.

Please note the following information regarding hire periods:

- Booking hours are 8.30am – 10pm. Bookings that extend outside these hours will incur a staffing fee to accommodate the earlier or later access required.
- All bookings need to be a minimum of 2 hours duration.
- Please note that the Convent grounds must be cleared by 11pm due to the sites classification within a residential area.

8. Hired areas

The hirer is only entitled to the use of the particular part(s) of the venue hired and the equipment contained therein. Please do not relocate either the group or the equipment to any other part(s) of the site without consulting the Venue Hire Team. The ACF reserves the right to let, license, hire or use any other portion of the Convent for any other purposes at the same time. We expect that all hirers will respect the rights of adjacent users and not cause undue disruption.

9. Capacity

Maximum patron capacity is the maximum number of patrons allowed in a venue at any one time under the planning and occupancy permits. The number of patrons that may be accommodated on the internal premises and (if applicable) on any external areas of the premises are based on a ratio of 0.75 square metres per person. Recommended capacities help prevent overcrowding inside the venue and to minimise impacts on local amenities and the venue capabilities. Each venue has a stipulated maximum capacity which needs to be abided by at all times.

ADDITIONAL FEES & CHARGES

5. Bond

A venue hire bond of \$600 is required where deemed appropriate by the ACF. Factors taken in account are service of alcohol, noise level, stakeholder impacts, attendee numbers, demographic of the event as well as the style of the event. Bonds need to be received at least 30 days prior to the event date. After a satisfactory venue condition report is completed at the end of hire, the bond will be refunded by bank transfer.

6. Staffing

At the discretion of the ACF a staff member may be required to oversee bump in and out as well as manage the venue for the duration of an event. The fee of this staff will be at the expense of the hirer and charged at \$45 an hour and scheduled at a minimum 4 hour call.

USING THE SPACES

10. Vacating a venue

The hirer must ensure that all lights and fans are switched off, and that windows and doors are shut and secure prior to leaving the venue hired. The hirer must ensure that rooms are cleared of all non-ACF owned items at the conclusion of the hire period otherwise the hourly hire rate will apply to any additional time.

11. Signage

The ACF provides directional signage for all bookings onsite. This includes, but is not limited to, signage for the Convent's entry gate and the front of the hired venue. Any additional signage, including signage being bought on site by the hirer or other third parties, must be discussed with the ACF a minimum of 5 working days prior to the event.

If you would like to provide your own signage please note that:

- a. The size, style and content of all banners and signage for display at the Convent site must be approved by the ACF.
- b. All on-site signage and its location is subject to approval by the ACF.

12. Flames / flammables

Because of our heritage status the use of candles, incense, burners, naked flames, gas cylinders, flammable liquids, fire crackers, smoke machines or similar are not permitted throughout the precinct. Metropolitan Fire Brigade fines will be passed on to hirers if the highly sensitive smoke detectors in hired spaces are triggered by flammable items.

13. Wall surfaces

Nothing is to be hung, attached or stuck to interior or exterior walls of the venues by any means. The Convent venues are old, sensitive and heritage-listed. Wall surfaces are easily damaged. Please discuss any requirements with the Venue Hire Team at the time of booking.

14. Ancillary equipment

No ancillary equipment such as urns, heaters, fans or kettles maybe connected to any of the services without the prior consent of the ACF. Please discuss your requirements with the Venue Hire Team prior to the booking.

In addition any portable electrical appliances that are brought onsite will need to be tested and tagged in accordance with AS/NZS 3760.

15. Catering

For all venue hired bookings that require catering we request you use one of the on-site caterers. External catering services are not permitted. Permission can be given for minimal self-catering options.

16. Additional Cleaning

Under any circumstances where additional cleaning of a hired venue is required after a booking, the ACF will invoice the hirer the additional charges.

17. Hirer storage

There are no facilities for permanent or temporary storage. Any items left behind by the hirer that are not claimed will be discarded.

18. Animals in venues

No animals shall be allowed in the hired venue without the written consent of the Venue Hire Team, who may impose any conditions as they see fit. This condition does not apply to service or assistance dogs for people with specific support requirements. .

19. Heating and cooling systems

The ACF cannot guarantee heating or cooling for your booking. All available venue hire spaces are equipped with heating but no cooling. In the event of heating breakdown staff will attempt to supply alternative appliances.

DAMAGE TO ACF PROPERTY

20. Damage

The hirer accepts responsibility for any damage to the precinct or the hired venue, its fittings or equipment caused by the hirers guests or by outside contractors engaged by the hirer prior to, during, or after a booking. The cost of any repairs will be charged to the hirer upon the conclusion of the booking.

21. The Abbotsford Convent Foundation reserves the right to alter charges, conditions of hire or cancel a booking at any time.

- a. Venue hire fees may be changed before a booking is confirmed. This could be a result of adjustments to venue fee structures or in relation to the type of booking.
- b. The ACF reserves the right to cancel an event to be held in the precinct if it becomes clear that the event is of particularly sensitive nature, is contrary to the precinct rules or falls outside of the vision for the precinct.
- c. The hirer is required to discuss any booking that may be considered to be of a sensitive nature (including but not limited to an event of political or religious nature) before any booking can be confirmed.
- d. If the ACF is notified of any factor outside of our interest linked to an external venue hire we have the right to cancel this venue hire up to one week before the booking date. If this is the case, any payment made would be refunded in full.
- e. If the ACF is not notified of any factor outside of our interest we have the right to cancel an event up to the day of the booking date. If this is the case any payment made will not be refunded and the ACF may seek full booking costs.

PRECINCT RULES

22. Noise

The precinct has a large number of users and is in close proximity to residential areas. With the number of stakeholders on site the ACF can't guarantee quiet or any disturbance from other bookings.

To assist with the wide stakeholders across the precinct venue hirers must note the following:

- a. Live music and amplified noise
No amplified or live music is permitted without the permission of the ACF. If permission is granted, music must be kept to a minimum and must not exceed +65 decibels above background noise.
- b. Leaving the site
It is the responsibility of the hirer to ensure that guests leave the venue in a quiet and orderly fashion at the conclusion of a booking.

23. Paper or plastic confetti, rice, glitter and balloons

Are not to be used inside or outside the precinct or in any areas adjacent to the precinct. Please ensure that all guests are advised of this condition.

24. Vehicles on site

The Abbotsford Convent is a pedestrian only site. The ACF recognises that there may be times where onsite vehicle access is imperative and unavoidable and in those cases:

- a. A 15 minute delivery zone is available on St Heliers Street near the main gate.
- b. Only under exceptional circumstances can any deliveries be made on site. These must be arranged at least two business days in advance and be authorised in writing by the ACF and must strictly adhere to separate guidelines issued in writing.
- c. Under no circumstances can cars remain parked onsite.

25. Smoking

Is not permitted in or near any building on site.

26. Outdoor areas

No structure requiring the use of pegs, poles and digging of holes is permitted to be installed in the grounds or lawns under any circumstances. Permission to erect weighted structures on the grounds or lawns must be sought from the ACF by written request at the time of booking. In addition, venue hirers are not permitted to attach any signage or posters to any part of the buildings or grounds.

OTHER

27. Personal property

Although all care is taken, the ACF will not be held responsible for loss of, or damage to, or property left unattended in the venue hired or precinct prior to, during, or after a booking.

28. Insurance

The ACF has public liability insurance to protect it against third party claims for bodily injury and property damage arising out of its negligence. However, the policy does not cover the liability of any other party. The hirer is responsible for obtaining and maintaining their own public liability insurance policy and any other relevant insurances or licenses. A copy of your public liability insurance is needed to secure your booking.

29. Alcohol

If you intend to serve alcohol please let the ACF know in writing. The ACF does not hold any license to serve liquor. It is the hirers' responsibility to ensure they have all suitable liquor licenses to serve alcohol within a hired venue and are compliant to the licensing regulations. Service of alcohol must cease fifteen (30) minutes before the scheduled finishing time of a booking. Consumption of liquor in the grounds after the scheduled finishing time is not permitted.

30. Security

The ACF reserves the right to deem that some bookings require security guards in attendance. For functions with over 100 people in attendance or serving alcohol, extra security staff may be required and any costs will be charged in addition to the venue hire. The minimum call out time is four (4) hours.

31. Copyright and performing rights

Hirers using copyrighted materials must obtain permission from the copyright holder. The ACF has limited agreements with One Music Australia to cover recorded background music played in hired venues. This licence does not cover music used in a dramatic context, performed in a concert setting, or where background music is used as part of an exercise, fitness or dance class, or for a cinema or theatre event. Hirers should contact One Music Australia for more information.

32. Promotional opportunity

Hirers are able to promote their event on the ACF website. The Venue Hire team will supply a form to be completed. Once completed, the details will be displayed on the 'What's On' section of the website. The ACF does not co-host or share Facebook content for hirer events or promote hirer events through ACF social media channels (unless the hirer is a Convent tenant or otherwise formally partnered with the ACF). The promotional support for each event is at the discretion of the ACF.