

Keysborough and Somerton Education Centre

Terms & Conditions

1. Payment Terms

- All Trading Account invoices are payable within Thirty (30) Days
- All Non Trading Account invoices require immediate payment.

2. Payment method

- Credit Card payments can be made (We only accept Visa & MasterCard)
- Direct Deposit into our Bank account(Refer the invoice)
- Direct debit by InterCare Pathways (Refer the direct debit request form)

3. Tentative Bookings

Tentative bookings will not be accepted

4. Confirmed Bookings

- One off bookings for the venue or facility within will not be considered until the Hirer signs and returns the booking enquiry form.
- Confirmation of the booking occurs when full payment of hire fees and any ancillary charges (inclusive of any Bond Payments) are received and receipted by InterCare Pathways.
- For all events and private functions a WHS site inspection with a Facilities Manager must be completed prior to the booking confirmation.

5. Refunds & Cancellation of Bookings

InterCare Pathways refunds monies by EFT for one off bookings (approved for a refund) and for regular hirer's the monthly invoice will be adjusted subject to the following conditions:

- Booking cancellation less than 48 hours' notice no refund
- At least 14 days' notice of written cancellation by Regular Hirers – full facility hire fees will be waived.
- Less than 14 days' notice of written cancellation by Regular Hirers - normal facility hire fees will be charged.
- Less than 30 days' notice of cancellation for one off bookings - 100% of facility hire fees will be forfeited
- More than 30 days' notice of cancellation for one off bookings - full refund of facility hire (less 10% administration fee) and full bond fees that have been paid.

6. Setting Up and Packing Down

The Hirer is responsible for all setting up, packing and return of equipment to storage after event.

7. Closure procedures

Unless specifically advised otherwise at the conclusion of hire, the Hirer must ensure:

- All taps are turned to off position
- All lights (including those in toilets and kitchens), urns, fans and air conditioning are turned off
- Ensure all doors and windows are closed properly, locked and that the security system is re armed

Failure to follow these procedures will incur standard security call out fees (\$150 per call out) to secure the building and these will be charged to the hirer.

8. Floor Surfaces and Grounds

- No substance is to be placed on any floor that may alter the surface
- Furniture and equipment must be carried and not dragged
- Chewing gum is not permitted within any part of the venue

9. Smoking

Smoking is not permitted within the confines of the venue and externally within four metres of all designated entrances and exits.

10. Workers Compensation Policy

The Hirer shall at all times ensure that any person or persons engaged or employed by the Hirer and conducting any activity within the venue shall be fully covered by a Workers Compensation Policy and shall be able to produce evidence of such cover to InterCare Pathways upon request.

11. Risk Management

It is mandatory to undertake a site inspection with a Venue Manager prior to event confirmation and sign off on the event and private function form as well as the fire induction checklist. Hirers are recommended to prepare and implement a risk management plan for events being undertaken within the facility. This plan should include:

- Workplace Health and Safety
- Fire prevention / safety
- Safety of people attending the function
- Security
- Compliance with legislation that may be applicable to 'working with children'
- Safety checks on any equipment brought into the facility
- Provision for people with special needs
- Management of attendance numbers

12. Damage or Loss

The Hirer shall be held responsible for and be required to make good any loss or damage to its part of the Venue, the surrounding property, furniture, appliances or apparatus occurring during the period of hire.

13. Accident, Injury or Incident

All accidents, injuries and incidents must be reported to the onsite Facility Manager within 24 hours of the event occurring. Any accident, injury and incident that results in a person being taken to hospital must be reported immediately to InterCare Pathways.

The Hirer is required to:

- Familiarise themselves in regard to any safety requirements or instructions and to ensure patrons using the venue adhere to safe practices and comply with specific safety requirements for the venue
- It is the responsibility of the Hirer to arrange Public Risk Insurance Cover Policy for the duration of the hire relevant to the event.
- All persons attending event / activity are the responsibility of the Hirer.