

TERMS AND CONDITIONS FOR FUNCTION HIRE 2020

General Terms & Conditions

- At the time of booking a \$100 deposit is payable to hold your booking.
- The said “Hirer” agrees to pay the agreed amount as per the Booking Fee Schedule (see attached) as set and agreed to by the Committee of Management, payable prior to the function when the keys are picked up.
- The key box code (for the keys) will be issued on the Thursday prior to the commencement of use of the venue and the keys are required to be left in the key box upon departure. At the time of the keys code being issued you will be required to present a copy of your driver’s licence or similar.
 - If you cannot attend on a Thursday to have an induction and get the code you must organise another time as is agreeable by the centre staff. The code cannot be given over the phone. The code is changed regularly.
- A \$200 bond is to be paid (above and beyond the hire fee) when passcode is issued. This bond will be refunded in the week following the function once Greenhills Neighbourhood House is contacted by the hirer. The bond will only be returned **IF** the yard and spaces are left in a clean state, rubbish removed and spaces are locked and there has been no damage done.
- For security of the property and to ensure that your bond is returned, we require you to take photos of the **four spaces** (stage room, garden, deck and kitchen area) and forward those to the Greenhills Facebook messenger account or our email address admin@ghnh.org.au
- **No Alcohol or illegal drugs are to be consumed on the premises.**
- **Due to our sustainability policy, we would like to encourage you to keep your function free of balloons. Our venue is nestled in bush, and balloons have a direct impact on the surrounding birdlife. If you are using balloons please ensure they are disposed of in a thoughtful manner.**
- The cost of a replacement key due to loss or theft is the responsibility of the said “Hirer”. The keys are not to be marked with the name and or address of the Centre. Keys are not to be copied.
- The said “Hirer”, responsible for any damage, agrees to bear the cost of repairs (above the bond) as requested by the Committee of Management.
- Continued use of the venue will be at the discretion of the Committee of Management and may be terminated at any time.
- The Centre is NOT to be accessed outside of agreed hours.
- On leaving, please ensure the doors are locked, the heater, lights and all electrical appliances are turned off.
- All areas are to be left in the safe and clean condition they were presented in. Dishes must be washed, dried and put away. **All rubbish must be taken home** and tables/chairs packed away.
- The floor must be clean and ready to be used by another party immediately after your hire. If you have spilt anything it must be mopped. A mop and vacuum are provided.
- Access to the venue is only available between 11am and 5pm. The Hirer must clean and vacate the premises by 5pm. Please contact us if you require extra access to the venue.
- Cancellation and or alterations of use must be within seven days of booked date and emailed in writing to admin@ghnh.org.au

COVID 19 specific conditions

Venue space is available during the pandemic only if the Hirer agrees to the following conditions:

- The Hirer must take responsibility to read the most current advice from the government regarding numbers and density allowed in a space (particularly advice for community spaces) and recommendations around how to keep their group safe whilst conducting a session (www.dhhs.vic.gov.au/coronavirus).
- The Hirer must ask the group to sanitise hands on arrival (supplied) and clean down all tables, kitchen and other common areas with the supplied disinfectant once the party has finished.
- The Hirer must legally keep a log of attendees for tracing purposes (collection form supplied by GNH).
- For the safety of the group, the Hirer must not allow anyone who is unwell into the space – the Hirer should have clear instructions that if people are unwell, they must stay home.
- Hirer's must notify Greenhills Neighbourhood House (GNH) immediately if anyone (or a close contact of the group members) has been diagnosed with COVID 19.
- The hirer must legally keep a log of attendees for tracing purposes (form supplied by GNH).
- **An extra cleaning fee may be added to your booking if COVID 19 specific cleaning needs to take place by an external cleaner. This will be discussed with you during your booking process.**

Insurance

Greenhills Neighbourhood House does have insurance that will cover any injury, accident or incident only caused by the property. For example – if something falls on you that was not caused by your actions.

We **do not** provide insurance for any injuries, accidents or incidents caused by you or your guests whilst on the property. We recommend that you contact your home and contents insurer to add the 'function' to your insurance, and/or seek advice from them. If you fail to have insurance then you will be personally liable for any injuries, damage, accidents or incidents.

Indemnity

The Hirer agrees to indemnify and to keep indemnified Greenhills Neighbourhood House, its staff and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's use and occupation of Greenhills and performance or supposed performance of the Hirer's obligations under this agreement, and directly related to the negligent acts, errors or omission of the Hirer.

Note: As Greenhills Neighbourhood House has been placed on the "High Risk Register" for bushfires, we will be required to remain closed on days declared "Code Red" regardless of bookings. A full refund will be provided should this occur.