



## TERMS AND CONDITIONS FOR ROOM HIRE 2020

### General Terms & Conditions

- On leaving, the doors must be locked; the heater, lights and all electrical appliances must be 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. Rubbish must be taken out and tables packed away. A cleaning fee may be added to the invoice if the space is not left clean.
- The said "Hirer" is responsible for any damage, and agrees to bear the cost of repairs as requested by the Committee of Management of Greenhills Neighbourhood House (GNH).
- A key (or passcode for key box) will be issued at the commencement of use of the venue and is to be returned upon termination of agreement or when requested by the Committee of Management. The cost of a replacement key due to loss or theft is to be the responsibility of the said "Hirer". The keys are not to be marked with the name and or address of GNH. Tags on keys to show P.O Box number only. Keys are not to be copied.
- Continued use of the venue will be at the discretion of the Committee of Management taking into account the needs of our community and may be terminated at any time.
- The venue is NOT to be accessed outside of agreed hours.
- Cancellation and or alterations of use must be within seven (7) days of booked date and emailed in writing to [admin@ghnh.org.au](mailto:admin@ghnh.org.au)
- The said "Hirer" agrees to pay the room hire fee (including G.S.T) as set and agreed to by the Committee of Management, payable upfront (for a once off class/booking) or upon receipt of invoice. If you have any issue with the invoice, please email: [accounts@ghnh.org.au](mailto:accounts@ghnh.org.au)
- **Liability Insurance** coverage will be the responsibility of the said "Hirer" and a copy must be provided.
- Contents Insurance for any equipment left on the premises will be the responsibility of the said "Hirer".
- All agreements and booking fees will be reviewed on an as needs basis to reflect the needs and interests of our community.
- **As GNH has been placed on the "High Risk Register" for bushfires, we are required to remain closed on days declared "Code Red". There will be no hire fee if this occurs.**

### COVID 19 specific conditions

The Stage Room and Green Room are available for room hire 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](http://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 group has finished.
- The hirer must legally keep a log of attendees for tracing purposes (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 GNH immediately if anyone (or a close contact of the group members) has been diagnosed with COVID 19.
- 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 insurer to add the 'event' 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.