YWCA CANBERRA

Venue hire agreement

YWCA House
Education and training centre

ABN 48 008 389 151

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Venue hire agreement

The agreement is between the following parties

YWCA Canberra, Level 2, 71 Northbourne Avenue, ABN 48 008 389 151 **(YWCA Canberra)**

and ABN **(The Hirer)**

Are you a not-for-profit/community group? ☐ Yes ☐ No

Hire arrangements

Venue location: YWCA House Education and training centre
Level 3, 71 Northbourne Avenue, Canberra ACT 2601

Purpose of hire

- ☐ Meeting
- ☐ Conference
- ☐ Training
- ☐ Other (please specify)

Approximate number of guests:

Will alcohol be served/available? ☐ Yes ☐ No

Hirer's contact details

The Hirer must provide a contact person and details of the on-site presenter (if different).

	Hirer contact	Presenter (if different)
Name		
Address		N/A
Email		
Phone		

Dates required and access times

Rooms cannot be accessed before 9.00am. Please contact YWCA Canberra if you require early access.

	Dates		Times	
			Access	Event
From		**Start**		
To		**Finish**		

Venue hire fees

All fees are payable in advance. See terms and conditions for full details. Please indicate how many days at each rate below.

The rates listed are inclusive of GST.

Rooms required	Standard rate				NFP and community organisation rate*			
	Full day (over 3.5 hrs)		Half day (up to 3.5 hrs)		Full day (over 3.5 hrs)		Half day (up to 3.5 hrs)	
One room	$450.00		$250.00		$300.00		$200.00	
Two rooms	$700.00		$450.00		$575.00		$300.00	
Three rooms	$1000.00		$700.00		$800.00		$500.00	

*YWCA Canberra reserves the right to request evidence of Not-for-profit/community status. Maximum capacity is 20 people per room.

Summary of fees

Venue hire room fees	$	Including GST
Bond	$	$100 or 10 per cent of the total booking fee, whichever is greater
Tea and coffee	$	$3 per person, including GST
Meeting Owl Pro video conferencing system	$	$500 per agreement, including GST
Total venue hire agreement cost	$	

Hirer's bank details

The Bond will be refunded to The Hirer's bank after an acceptable post-event inspection, in accordance with the terms and conditions.

Account name	
BSB	
Account number	
Email for remittance advice	

Hirer's insurance details

Public liability insurer name	
Amount of coverage	

Please attach a copy of your current public liability insurance to this application.

Equipment

Provided within each room as standard are:

- furniture (rectangular tables and chairs)
- whiteboards
- projector (ceiling mounted)
- audio-visual system
- HDMI cable.

Please advise your preferred room configuration

- ☐ U-shaped table configuration
- ☐ Classroom table configuration
- ☐ Chairs only
- ☐ Other (please specify)

Please advise if you require additional equipment (no extra charge)

- ☐ lectern
- ☐ handheld microphone(s);number:

Terms and conditions

General terms and conditions

1. Purpose of hire: organisations, groups or individuals hiring the YWCA House Education and training centre do so only for the stated purpose of hire.
2. YWCA Canberra reserves the right to refuse a request if the purpose of hire is contrary to the values and purpose of the organisation.

Application for hire and confirmation of booking

1. YWCA Canberra will confirm the booking via email within two (2) working days of receiving a completed Venue hire agreement. If you do not receive a confirmation after two (2) working days, please contact us on 02 6185 2000.

Hire costs and payment arrangement

2. Upon acceptance of the booking, YWCA Canberra will email an invoice and a copy of the Venue hire agreement to The Hirer.
3. To confirm the booking, The Hirer must provide YWCA Canberra with:
    a. a signed copy of the Venue hire agreement.
    b. a copy of current public liability insurance
    c. payment of the Bond.
4. Total venue hire fees must be paid seven (7) days in advance of any booking. If full payment is not received within the specified timeframe, YWCA Canberra may cancel your booking and apply cancellation fees (see Cancellation of booking).

Bond and additional charges

5. The Hirer will be required to pay the Bond to confirm each booking.
6. This Bond is held until the conclusion of the booking and is subject to a post-event inspection.
7. The Hirer will ensure that the venue, including the kitchen, is left in a clean and tidy condition, and all rubbish is placed in tied bags beside the bins in the kitchen area.
8. After the hire, the venue will be inspected for any damage. Any damage or extra cleaning expenses caused by The Hirer will result in a deduction of their Bond.
9. In the event of any of the following circumstances, The Hirer agrees to the Bond being used for the associated costs or fee incurred. Should the additional charges exceed the amount of the Bond, The Hirer agrees to pay additional costs as required.

Additional charges

Non-return/loss of access pass	$100
Additional cleaning of room/rooms and/or breakout area	$100 plus additional costs associated with engaging YWCA Canberra's cleaners to rectify
Lights left on overnight	$50
Failure to return or damaged equipment	Loss of Bond plus replacement cost
Property damage including but not limited to venue property/premises.	Loss of Bond plus replacement cost

Cancellation of booking

10. In the event of cancellation by The Hirer, YWCA Canberra reserves the right to apply cancellation charges:
    a. Cancellations that do not provide at least seven (7) days written notice (email acceptable) will forfeit the Bond.
    b. Cancellations within five (5) days of the event will be required to pay 100 per cent of the hire charges.
11. YWCA Canberra reserves the right to cancel the booking (or future bookings) if the terms and conditions of hire are breached.
12. YWCA Canberra will provide written or verbal notice of cancelling a booking (without advance warning if necessary):
    a. if the Hirer neglects to pay invoiced fees within the required time frame—cancellation fee equals 100 per cent of hire charges.
    b. if YWCA Canberra becomes aware that any event, goods, or services proposed to be held or provided by The Hirer is/are objectionable, dangerous and/or inappropriate for the venue, prohibited by law, or would be of detriment to YWCA Canberra, the community, or be in contravention of any laws or the conditions stipulated in the Venue hire agreement—YWCA Canberra will retain any payment received
    c. if the venue is not fit for use due to electrical or security failure, or damage
    d. if The Hirer has not provided evidence of adequate insurance coverage or Not-for-profit status as per the hire
    e. due to ACT Public Health Direction:
        i. where the venue has been listed as an exposure site
        ii. where there has been a Territory-wide lockdown
        iii. as directed by the ACT Chief Health Officer.

Debt recovery

13. YWCA Canberra will apply debt recovery processes if fees, not already covered, are not paid.

Key collection and return

14. Keys will be issued to The Hirer and will generally be available for collection between the hours of 9am and 4.30pm, Monday to Friday, unless otherwise arranged. For weekend hire, keys may be collected on the Friday before the weekend.
15. Keys can be collected and returned to YWCA Canberra Central Office at Level 2, 71 Northbourne Avenue, Canberra within one (1) working day following the conclusion of the hiring period, between the hours of 9am and 4.30pm, Monday to Friday, unless otherwise arranged.
16. If keys are not returned on time, a fee will be deducted as detailed in the security bond section of the Venue hire agreement.

Access to venue

17. The venue may only be occupied during the times specified in the Venue hire agreement. Cleaning and pack-up time must be included within the hire session time.
18. All goods and equipment brought by The Hirer must be removed from the venue within the hire time period unless otherwise agreed.

Damage and loss

19. YWCA Canberra will not accept responsibility for damage or loss to third-party equipment or material before, during or after a hiring period.
20. Any damage to YWCA Canberra property or equipment incurred by those using the venue is the financial responsibility of The Hirer.

Infection control

21. The Hirer is responsible for developing and following their own COVID-19 safety plans.
22. The Hirer must supply their own cleaning and hygiene products, such as hand sanitiser and alcohol wipes, and have these available in line with current government requirements.
23. Any potential COVID-19 exposure must be reported to YWCA Canberra immediately by either party.

Alcohol

24. Alcohol consumption is permitted in accordance with relevant regulations. If The Hirer provides alcohol or permits alcohol to be consumed at their event, they do so at their own risk.

Safety and security

25. The Hirer is responsible for the security and safety of themselves, their guests and the building and general surrounds during the time of hire. The Hirer is also responsible for the behaviour of guests at their event.
26. The Hirer must allow unrestricted access to the venue at any time by YWCA Canberra employees, or security/emergency officers.

27. The Hirer is responsible for ensuring the provision of first aid is available during the period of hire.
28. The Hirer must ensure all doors are locked and lights switched off at the end of the hire.

Fire and evacuation

29. Evacuation diagrams are provided to The Hirer at the commencement of the hire.
30. It is the responsibility of The Hirer to ensure they and their guests evacuate the building and assemble at the evacuation point.
31. The Hirer is required to follow all lockdown alerts, shut all the doors and curtains and remain in the room for further direction.
32. The Hirer has the right to sound the alarm if an unsafe situation occurs while using the venue.
33. False, accidental, or unnecessary triggering of the alarm will incur several additional fees.

Other

34. Smoking is not permitted inside the venue.
35. YWCA Canberra takes no responsibility for the food safety practices of The Hirer.
36. Glitter, party-poppers and smoke machines are not to be used in the venue.
37. Decorations are to be removed, not cause damage to the venue and must not present a fire hazard.
38. Handbills, posters and other advertising materials are only permitted within the venue.
39. Any equipment arranged by The Hirer through a third party must be removed from the venue by the end of the hire period.
40. Please take note we are no longer accepting weekend bookings.

YWCA Canberra contacts

In case of emergencies, The Hirer should contact:

- **Business hours:** YWCA Canberra on 02 6185 2000
- **After hours:** Isobel Daly, Executive Assistant , on 0405 607 979.

The Hirer must contact YWCA Canberra if the police or emergency services have been contacted during the hire period.

Check list

- ☐ All requested details are provided
- ☐ Copy of public liability insurance is attached
- ☐ Payment of the required Bond has been made

Declaration

I have read and accept the terms and conditions and confirm that all information supplied is true and correct.

Signed on behalf of The Hirer:

Name Position/Title

Signature Date