

Seniors Information Service

Room Hire 2014/2015

Terms & Conditions for Use

**Payment:**

Payment is due within 14 days of receipt of invoice. Payment is to be made either by cash, cheque or electronic transfer. Prices are current at the time of booking.

Cancellations:

We would appreciate as much notice as possible. Please either email information@seniors.asn.au or phone 08 8168 8776.

Keys and Security:

SIS office hours are from 9.00 am - 5 pm, Monday to Friday. If the event is after hours or on the weekend the hirer will need to make arrangements to collect a key and receive instructions for securing the premises.

Equipment:

For full list of equipment see Booking Form.

Cleaning:

It is expected that the rooms and toilets will be left in a clean and tidy fashion. If this is not the case, the hirer will incur an additional charge of 25% of the hire fee.

Care of Rooms:

No attachments (including sticky tape and blu tak), fixture or defacement is to be made to the internal or external walls, floors or ceilings. Charges will be incurred for repairs arising from unauthorised actions.

Room Setup:

Hirers are responsible for arranging chairs and tables as they require, and are required to pack them away at the end of their event. If the room is left in an unacceptable condition, and/or not vacated by the finish time nominated on the Booking Form, the hirer will incur an additional charge of 25% of the hire fee.

Catering:

It is the responsibility of the function hirer to arrange their catering. The Seminar Room has a small fridge, and urn. Mugs, drinking glasses and spoons are available. Any catering equipment that does not belong to SIS must be cleared from the area immediately upon completion of the event. A coffee machine is available for hire on a per cup consumption basis.

Non- Smoking:

SIS is a non-smoking property. Smoking is strictly prohibited in the building. Any person smoking outside is asked to not leave cigarette butts on the ground or in the planter boxes at the front of the building.

Insurance:

SIS takes no responsibility for damage or loss of belongings or equipment left at SIS prior to, during or after the hirer's function.

A minimum \$20 Million Public Liability Insurance must be obtained and a certificate of Currency must be provided with the Room Hire Application.

Occupational Health, Safety and Welfare:

It is the responsibility of the person in charge to comply with the Occupational Health, Safety and Welfare Regulations of SA. SIS reserves the right to refuse entry to any person who does not comply with these regulations.

Emergency Evacuation:

It is the responsibility of the event facilitator to inform their group of the evacuation procedures displayed in each room on arrival.