**NSWRM Venue Hire Conditions Template**

**Contacts**

Your hirer contact person is …….. [name, email, mobile phone]

Your group leader is …. [name, email, mobile phone]

Your group leader should be present at all events using our venue, or nominate a responsible adult as delegate if s/he cannot be present.

**Bookings and cancellations**

We do not normally accept bookings more than 6 months in advance. Repeat bookings are welcome.

If you wish to cancel a booking, please let us know at least 48 hours before your event, or we may charge you the usual hire.

**Safety and security**

**Your safety is important to us.**

1. Your hirer contact person will arrange a safety induction for your group. (Should your group leader change, the new leader must make an appointment for a safety induction.)
2. Please ensure all members of your group are familiar with emergency exits, evacuation procedures, and nominated safe assembly points as shown in your safety checklist.
3. Please never move furniture to block an emergency exit.
4. If any children (aged 17 or younger) will be present at your event, you must ensure that your designated carer / supervisor has a current Working With Children check (unless they are parents of the children). We will not be responsible for any issues arising from your non-compliance with Child Protection legislation.
5. Alcohol, smoking, drug use are all prohibited. Candles (except for birthday cake candles), sparklers and fireworks are not allowed.
6. Access and responsibility for locking up. Access will be arranged by your venue contact person. Please use the checklist provided to ensure you have locked up properly when leaving.

If you notice any safety hazard, or if there is any safety incident, you **must** contact your hirer contact person as soon as possible, preferably in writing (by email), with attached photographs if relevant.

**Cleanliness and tidiness**

You are welcome to move furniture, etc., but please return it to its original position before you leave.

Please leave the kitchen and toilet facilities clean and tidy.

We need to let you know that if we have to clean up afterwards, your group will be charged at $20/hour.

We understand accidents can happen. Please let your hirer contact person know of accidental damage, etc. We need to let you know that we will charge you for major damage.

**Insurance and compliance matters**

Your public liability insurance policy is ….. [name of policy, official name of group, date current until, policy number]

We are not responsible for any damage or loss to your property while you are using our venue.

You are responsible for any fees which may be relevant for Copyright or Performing Rights.