

### **ECTARC Room Hire Terms and Conditions**

#### **Booking and Payment**

- The person making the booking is considered the hirer and is responsible for the booking and payment of fees.
- The hirer must be over 18 years of age.
- Booking times must take into consideration set up, pack up and clean up times required by the hirer. Access before or after the booking times is not permitted.
- Bookings are to be considered confirmed upon receipt of a Confirmation of Booking from ECTARC. Full payment of the hire fee must be made prior to Confirmation of Booking being issued.
- Bookings can be made up to 3 months in advance.
- Full payment is required at least 7 days prior to the booking date. Rooms remain available until full payment is made.
- Cancellations made less than 48 hours before the booking will incur a \$25 cancellation fee.



#### **Use of Facilities**

- The hirer may only use the specific room(s) booked during the agreed time slot.
- Room capacity limits must be adhered to at all times.
- The hirer is responsible for setting up and packing down the room, leaving it in the same condition as found.
- Any equipment used must be returned in the same working condition.
- The hirer must not affix anything to walls or surfaces.



#### **Catering**

- Outside catering is permitted, but the hirer is responsible for all arrangements. Food handling charges will apply and must be paid prior to the event.
- Catering may be organised by ECTARC. Fees and charges apply and must be paid prior to the room being confirmed.



#### **Cleaning**

- Rooms are provided in a clean and tidy state and must be left in the same condition.
- Tables must be wiped down by the wipes provided at the end of each event.
- The hirer must remove all food, beverages and catering equipment after the event.
- Kitchenette facilities may be used and must be left clean and tidy. Dirty items must be placed in the dishwasher and benches must be wiped down at the end of the booking by the hirer.
- Rubbish must be placed in bins provided or removed from the premises by the hirer.

210 Shellharbour Road, Port Kembla NSW 2505 ph. (02) 4223 1100 e. info@ectarc.com.au

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- Bathroom facilities must be left clean and tidy.
- General vacuuming and cleaning of toilets is included in the cost of the room hire. Any unforeseen cleaning that is required will be charged to the hirer at a minimum of \$50 per hour or greater as charged by a contract cleaner. Unpaid additional cleaning charges will result in cancellation of further bookings with no refund.

### **Prohibited Activities**

- Smoking is not permitted anywhere on the premises.
- Alcohol consumption is not permitted anywhere on the premises.
- Noise levels must be kept to a reasonable level that does not disturb others.

### **Liability and Insurance**

- The hirer is responsible for the safety and conduct of all attendees.
- Any damage to the room, building or equipment will be charged to the hirer. If you notice any damage on entering the room, please notify an ECTARC employee immediately.
- Hirers using the room for commercial purposes must have Public Liability Insurance cover of \$20 million and must provide this to ECTARC upon request.

### **Access and Security**

- The hirer and attendees must use the parking and access point/s as specified in the Confirmation of Booking. ECTARC vehicle parking spaces must not be used at any time.
- ECTARC Head Office is open from 8:30 am – 5:00 pm. Access to rooms is through booking hours only and must be adhered to. Outside of business hours access is not available on the day. The buildings security is armed at 5:00pm. Any out of hours bookings must be agreed upon at time of booking, additional costs will be charged.
- Fire exits must be always kept clear.
- ECTARC Head Office Emergency procedures must be adhered to in the event of an emergency.
- All visitors to the building must sign in and out of the ECTARC Visitor Register.

### **Termination**

- Management reserves the right to terminate any booking for breach of these terms and conditions.
- Cancellation must occur at least 48 hours prior to the booking date and time otherwise will be subject to cancellation charges.

### **Agreement**

- By making a booking, the hirer agrees to comply with all terms and conditions outlined above.

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*Illawarra Area Child Care Ltd trading as ECTARC*