

# Conditions of venue hire

## Access

Entrance to the building will be through the foyer of 123 Donnison Street, Gosford (opposite Gosford Library).

## Agreed Use

The hirer agrees to use the venue only for the purpose described on the Confirmation of Venue Booking form. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner.

## Alcohol

The hirer shall not bring or sell liquor on the premises.

## Alterations

Alterations or additions to the venue must not be made without the consent of the Venue Coordinator.

## Audio/Visual

The hirer will seek permission from the Venue Coordinator to use audio visual equipment. The hirer will be responsible for all hire costs associated with any audio/visual equipment brought onto the premises for use during the function. The hirer will seek permission from the Venue Coordinator prior to filming, videoing or photographing on the premises.

## Bookings

To place a booking please complete and sign a Venue Booking Request form and return it to the Venue Coordinator. Upon receipt of the above, an email confirming the booking will be forwarded to the hirer. The Youth Arts Warehouse reserves the right to refuse any booking.

## Cancellations

An administration fee of 25% may be charged if a confirmed booking is cancelled with less than 14 days notice.

## Catering

The Youth Arts Warehouse does not provide catering for functions. Kitchen facilities are for preparation and serving only.

## Cleaning

The cost of general cleaning is included in the venue hire charge. The hirer will be responsible for any additional cleaning required

## Collection

Unfortunately, storage facilities are not available. All items, including catering waste and empty bottles, are to be removed from the venue by the agreed finish time. Responsibility will not be accepted for items left after this time. Additional cleaning charges may apply for items left.

## Damages

The hirer will be responsible for any breakage, defect, damage, theft or vandalism to the Youth Arts Warehouse or the property of the Youth Arts Warehouse during the event. Damage

must be reported to the Venue Coordinator the next working day.

## Disclaimer

If the hired venue becomes unavailable through circumstances beyond the control of the Youth Arts Warehouse, then your function will be cancelled. The Youth Arts will not be liable for any loss or damage suffered by the hirer as a result of the unavailability.

## Deliveries

Deliveries must be scheduled within the agreed hire period, unless prior arrangements have been made with the Venue Coordinator. The Youth Arts Warehouse staff do not accept responsibility for deliveries that arrive prior to the agreed hire period. The hirer must be present to accept delivery and arrange set-up and pack-up of materials and equipment.

## Bond

A bond is required prior to your event or your event may be cancelled.

## Equipment

All electrical equipment brought onto the Youth Arts Warehouse premises must be tested and tagged in accordance with Occupational Health & regulations. The hirer will be required to advise the supplier to contact the Venue Coordinator prior to day of event on (02) 4323 2374 to confirm details and provide current proof of tagging.

## Fire

The hirer shall take all reasonable precautions against any loss or damage to the Youth Arts Warehouse by fire. Smoke machines, candles, gas cylinders, explosive devices or any item with a naked flame are not permitted on the premises. Equipment, fittings or materials must not be placed in a position that will in any way obstruct the egress to any designated exit. The Youth Arts Warehouse reserves the right to remove any items that obstruct a designated fire exit, any costs associated with the removal of items will be the hirer's responsibility.

## Indemnity

The hirer agrees to indemnify and keep indemnified the Youth Arts Warehouse against any action, claim or demand whatsoever which arises or may arise as a result of the hirer's function. The hirer indemnifies the Youth Arts Warehouse for the loss or damage of any of the hirer's equipment, property or personal belongings.

## Inspection

The hirer will permit authorised staff or agents of the Youth Arts Warehouse to enter the venue during the hire period for the purpose of inspecting the premises, or for any purpose connected with or related to these conditions.

## Insurance

The hirer shall arrange public liability insurance for the hire period insuring against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or claimed against the Youth Arts Warehouse or the hirer or both in relation to the function. Evidence must be presented prior to the event date.

## Loading Dock

The loading dock is accessible via the rear of the Kensmen building, off Henry Parry Drive. There is also access at the front of the building in Donnison Street.

## Merchandise

The hirer will seek permission from the Venue Coordinator prior to offering for sale any products or merchandise on the Youth Arts Warehouse premises.

## Parking

The Youth Arts Warehouse does not provide parking on the premises. A commercial parking facility is located opposite the Youth Arts Warehouse in the Imperial Arcade. A disability parking facility is located in Eliza Street opposite the building.

## Payment

An invoice for your function will be forwarded to you. Payment is to be made on receipt of the invoice. Cheques should be made payable to Regional Youth Support Services, PO Box 1300, Gosford NSW 2250 and quote the invoice number.

## Security

Security requirements will be determined by the Venue Coordinator taking into account the scope and timing of your function. The hirer agrees to pay the cost of security, the hirer and the Youth Arts Warehouse staff reserve the right to exclude or eject any person from the premises for inappropriate behaviour or if they put at risk the staff or customers.

## Signage

All signage requirements including size, method of display and location, are to be sighted and agreed with the Venue Coordinator.

## Smoking

Smoking is not permitted in the Youth Arts Warehouse building.

## Sound

We reserve the right to control sound levels at your function. Amplified bands will not be permitted during business hours.

## Venue Coordinator

The Youth Arts Warehouse Venue Coordinator can be contacted on (02) 4323 2374 or email on [promotions@ryss.com.au](mailto:promotions@ryss.com.au)

I understand and agree to the terms and conditions of hire: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_