

## **ACCESS TIMES**

All venue hire will be between business hours 9am – 5pm. Should your event require set up and pack down outside these hours this will need to be included in your booking time/s and assessed at time of booking.

## **BOOKING AND CONFIRMATION**

Your booking will be confirmed once you receive written confirmation from ACRE and paid your 20% non-refundable deposit. Full payment is to be paid at least 7 days prior to the booking date.

## **GROUP TERMS & CONDITIONS**

All bookings are subject to availability and are not confirmed until confirmation is received from ACRE.

Pricing is subject to change. All prices are exclusive of GST. Venue hire does not include additional staffing during your function. Final numbers must be provided 7 days prior to the event. All dietary requirements must be provided direct to caterer.

## **CANCELLATION**

Cancellation within 7 days of your booking will incur a cancellation fee plus the 20% non-refundable deposit.

Cancellation within 48 hours of booking will result in client being charged the full value of the venue hire including any food & beverage costs.

## **CLEANING**

The hirer is required to leave the venue clean and tidy with all rubbish placed in bins provided in the venue or on site. A general cleaning fee of \$99 is charged on top of your booking but additional cleaning fees may be charged if the hirer has created cleaning requirements above and beyond normal cleaning.

## **CONDUCT**

The hirer is responsible to conduct the meeting/event in an orderly manner. ACRE reserves the right to intervene if activities associated with a booking are considered illegal, excessively noisy or offensive. ACRE reserves the right to remove patrons attending functions from the premises for unruly behaviour or showing signs of intoxication as deemed at Management's discretion. ACRE does not permit any event involving nudity on site. ACRE also reserves the right to refuse any booking that is not in line with ACRE values – such as explicit, discriminatory or offensive practices or teachings

## **DAMAGES**

The hirer remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the event. The hirer will be liable for the cost of any damages incurred as a result of their booking, including any relevant fees associated with emergency services attending any avoidable alarms (as determined by the emergency service provider) with costs charged to the hirer on a final invoice. ACRE while taking reasonable care to prevent accidents, will accept no responsibility for any damage to or loss of property brought in by patrons before, during or after the booking.

## **DECORATION AND SIGNAGE**

Any decorations, posters etc may only be attached in a location and manner that will not cause damage. No thumbtacks, nails or sticky tape may be used. Directional signage may be placed using non-permanent methods around the site but must be removed at the end of the event.

## **DISPOSABLE MATERIALS**

The hirer is required to provide their own writing materials including whiteboard markers and butcher's paper. The use of disposable cutlery, cups, and supply of single use water bottles for catering purposes is strongly discouraged.

## **FIRST AID & EMERGENCY EVACUATION**

The Old Beechworth Gaol front gates is the designated First Aid point on site. In the event of an emergency evacuation, the hirer will be notified via a public address and is expected to follow the evacuation procedure posted in the relevant venue space.

## **OPEN FLAMES & CANDLES**

No open flames and candles are allowed inside the venues at any time. This includes candles, gas cookers and lanterns.

## **FURNITURE & EQUIPMENT**

No items are to be removed from any hire space or taken outside at any time without prior approval of the Venue Hire team. Furniture should be lifted not dragged across any surface.

## **LIQUOR LICENCE**

Any service of alcohol will require prior approval. The server must hold a current Responsible Service of Alcohol (RSA) certificate. If the hirer wishes to sell alcohol within licensed areas, they must a) apply to ACRE and b) apply to the relevant authorities for their own liquor licence. A copy must be provided to ACRE prior to the event.

## **NOISE**

Many hire spaces at the OBG have adjoining rooms or are in close proximity to other businesses and residential areas. Consideration of other users is expected at all times. All hirers (other than those organising a special high impact event) must agree to keep noise to a level that is imperceptible to others at all times. Amplified music of any volume must cease by 2200 hours.

## **PUBLIC LIABILITY INSURANCE**

Room hirers and their guests, customers and participants are not covered by ACRE's Public Liability Insurance. Whilst it is not required that your group have liability insurance in order to hire a room, we encourage it to cover your own exposures. Hirers who are offering a class, for example class are particularly exposed to liabilities and need to take this into consideration. General visitors to the site are covered by ACRE Public Liability Insurance.

## **STORAGE**

Limited storage is only available by prior arrangement and is not guaranteed. ACRE takes no responsibility for items stored on site.

## **UNFORESEEN CIRCUMSTANCES**

In the event of inability to comply with any of the provisions of this contract by any unforeseen contingency or accident, ACRE reserves the right to cancel any booking or refund any deposit without notice. Should the venue reserved be unavailable, due to unforeseen circumstances, we reserve the right to substitute similar venues. Every effort will be taken by us to notify you of such issues as far in advance as possible.

## **WEATHER**

ACRE provides a number of outdoor spaces and is subject to varying weather conditions. No refund will be issued on venue hire or associated costs for events cancelled or with reduced attendance due to inclement weather.