

# Room Hire Agreement Terms



These terms are applicable to the use of WACOSS's facilities by the Licensee and its employees, agents, contractors and visitors. By virtue of the Booking Request & Agreement being signed by the Licensee's authorised person and in consideration of the payment of the booking charges, the Licensee agrees to be bound by these terms.

## General Conditions of Use

1. The meeting room allocated by WACOSS for hire by the Licensee must only be used for the Purpose of Use stated on the Booking Request and Agreement form.
2. Persons under the age of 16 years must be under adult supervision at all times.
3. The Licensee must not sub-licence its rights to any WACOSS facilities use of the meeting room to any other group or person.
4. No pets or other animals are allowed on the premises at any time (apart from aid dogs).

## Insurance

The Licensee must maintain insurance for public liability (coverage of at least \$20 million) and workers compensation liability insurance and provide a copy of its certificate of currency on demand by WACOSS.

## Use of the Facility

1. All persons entering WACOSS property do so at their own risk.
2. The Licensee indemnifies WACOSS against any action or demand arising from any damage, loss, injury or death caused or contributed to by:
  - the Licensee's or its employees, agents, contractors and visitors act or omission; or
  - the Licensee's or its employees, agents, contractors and visitors' use or occupation of any part of the WACOSS building, meeting rooms and car parking area,and the Licensee releases WACOSS from liability or loss arising from and cost incurred in connection with damage, loss, injury or death occurring to any person or property arising out of or incidental to its use of the meeting room or any part of the WACOSS property.
3. The Licensee must familiarise itself with the WACOSS Evacuation Plan, on display in the WACOSS building, prior to commencing any activities in any part of the building.
4. The Licensee must ensure that any emergency exits remain clear at all times.
5. The Licensee must not connect any equipment or attach item to the ceiling, walls or floors without the express written permission of WACOSS.

6. The Licensee should confirm that all furniture, equipment and fittings are in good repair prior to use of the meeting room. The Licensee should note any damage, missing equipment or inadequate cleaning and report it immediately in writing to WACOSS.
7. The Licensee is responsible for the conduct and behaviour of all persons attending their function.

### **Furniture and Equipment**

1. No items belonging to the Licensee or its employees, agents, contractors and visitors may be stored in WACOSS meeting rooms or elsewhere on the WACOSS site.
2. All furniture and equipment remains the property of WACOSS and will not be rented out, removed or relocated outside of the building.
3. The Licensee must ensure that electrical cables and leads are tagged and used in a safe manner. They should not be laid across the meeting room floor.

### **Alcohol, Drugs and Smoking**

1. Alcohol is not permitted on the premises without the prior approval of WACOSS and granting of the appropriate licence by any relevant authority, at the Licensee's cost.
2. No illicit drugs are to be bought onto or used within the building or grounds of WACOSS.
3. Smoking is NOT permitted anywhere in the building or grounds of WACOSS.
4. No gambling shall take place in any part of the facility.

### **Cleaning**

1. At the conclusion of the event, all furniture and equipment should be cleaned and returned to its proper location.
2. If the kitchen is used, all dishes must be placed in the dishwasher, all benchtops wiped down with a damp cloth
3. Any liquid spilt on the carpet should be cleaned immediately. In the first instance, warm water should be gently sponged onto the stained area.
4. A vacuum cleaner is available from WACOSS's reception.
5. Failure to leave the facility tidy and clean, in WACOSS's opinion acting reasonably, will result in a cleaning fee being charged to the Licensee.

### **Fees and Charges – Non-members**

1. The Licensee will be invoiced for room hire charges when the booking request is confirmed.

2. The Licensee must pay the room hire charges in full within 14 days of the date of invoice. Failure to do so may result in the booking lapsing.
3. WACOSS prefers charges to be paid by EFT. Payment details are included on the invoice. Please send an email confirmation to [finance@wacoss.org.au](mailto:finance@wacoss.org.au) when you make payment.
4. Fee reductions and requests to waive fees will not be granted, as fees are already discounted to provide great value to NFP organisations and other user groups.
5. All enquiries regarding invoices should be directed to WACOSS Reception on 08 6381 5300 or [finance@wacoss.org.au](mailto:finance@wacoss.org.au)
6. The Licensee agrees that additional fees as advertised will be payable by the Licensee for the replacement or repair of lost, damaged or broken equipment or other items, if any part of the WACOSS building requires additional cleaning or if the Licensee causes or contributes to a fire alarm.

### **Booking Changes and Cancellations**

Once a room booking has been confirmed by WACOSS, the following terms will apply:

1. All booking cancellation requests must be submitted in writing to [info@wacoss.org.au](mailto:info@wacoss.org.au)
2. A cancellation will be confirmed by WACOSS and the following cancellation fees will apply:
  - 50% of the room hire charge applies to cancellations made 10-20 business days prior to the date booked by the Licensee.
  - 100% of the room hire charge applies to cancellations made less than 10 business days prior to the date booked by the Licensee.