

## CLOCKTOWER CENTRE EVENTS TERMS AND CONDITIONS OF HIRE

These conditions of hire apply to the use of Clocktower Centre Function and Meeting rooms which is owned and operated by Moonee Valley City Council.

By submitting an event enquiry form, the hirer agrees to be bound by these conditions of hire.

Submission of an event form does not confirm a booking. Bookings will only be confirmed once all deposits are paid and Council has issued the hirer with an Event Manifest Confirmation.

### Confirmation of event

After receiving the inquiry form, we will send you an Event Manifest detailing the costs and event information. Please review it thoroughly, ensuring accuracy and understanding of the conditions outlined below. Kindly note that your booking is confirmed only upon the receipt of \$500.00 deposit and the signed Event Manifest.

### Fees, Payment and Cancellation

- If the hirer's booking is accepted, Clocktower Centre will issue the hirer with an Event manifest setting out the proposed event details and estimated event cost. The hirer must pay the deposit stated in the invoice issued by Clocktower Centre within the time specified. Otherwise, event will not be confirmed.
- Please note that the event manifest is an estimate of costs only. Final costs will be calculated on actual hours used in the venue; any additional staff, technical equipment and/or catering as required on the day.
- To secure the booking, a deposit of \$500.00 is required. Balance to be paid in full no later than 7 days prior to the event
- Event cancellation will be only accepted in writing
- The hirer acknowledges and agrees that in the event of a cancellation the deposit will not be refunded. Less than seven (7) days' notice of cancellation of the booking: 100% of the full booking amount as specified in the Event Manifest will be charged.

### Hirer

- Where the hirer is a group, company or organization, the person submitting the Event Enquiry form is jointly and severally liable together with the group, company or organization to ensure compliance with these conditions of hire, including with respect to the payment of fees.
- We will provide a subsidy on the standard room hire rate to local not-for profit community-based groups and other organizations that provide services supporting the local community. To apply, we require certificate of incorporation for non- profit.
- The hirer agrees to use the venue for the purpose of the event during the booking period only, and must not use the venue for any other purpose or outside of the booking period.
- The hirer must not conduct, or allow to be conducted, any activity at the venue which is dangerous, noxious, offensive, illegal, excessively noisy or objectionable.
- The hirer acknowledges and agrees that except where the entire venue has been booked by the hirer, the hirer's use of the venue is not exclusive.

### Safety

- The Clocktower Centre reserves the right to allocate & charge for service or technical staff to achieve the best result for your event.
- The hirer must, as soon as is reasonably possible in the circumstances, notify Clocktower Centre of any incident, accident, injury or damage that occurs during the booking period.

- Bookings requiring access to the Centre prior to 8:00am or after 4:00pm will incur after-hours staff charges.
- Groups larger than 24 attendees may also incur additional staffing charges.
- At least one Clocktower staff member will be allocated to your event in case of an emergency evacuation. The bookings contact on the day will need to sign off on the Clocktower Centre emergency evacuation procedure at the beginning of the event. Please let your booking contact know about this so they allow enough time for this to be completed.

## Catering

- Catering can be arranged for your event through one of council's preferred suppliers.
- In accordance with The Clocktower Centre Liquor Licence, external alcohol must not be brought into the Clocktower Centre.