

## ***Venue hire***

### ***Café and Commercial Kitchen***

#### **Terms and Conditions annex:**

Rates are applicable as of 01<sup>st</sup> May 2015

#### **General Conditions**

##### ***Beverages:***

The Trade Training Centre (referred to as BTTC or the Centre) is an unlicensed venue. If you wish to serve and/or sell alcoholic beverages you will need to obtain the required permissions.

##### ***Area included:***

Venue hire covers the Café with its Alfresco Area as well as the use of the Commercial Kitchen. Equipment can be hired at additional charges.

##### ***Indemnity:***

- The Centre retains the right to cancel a confirmed or unconfirmed booking due to unforeseen circumstances.
- The Centre has the right to cancel a confirmed booking in case of failure of paying the agreed deposit in time.
- In case of late cancellation or no-show the Centre retains the right to charge the full amount.

##### ***Numbers:***

The Venue can cater for a maximum of 100 people or 48 seated. (please see seating possibilities)

##### ***Loss of Property:***

No liability for loss or damage of personal property will be accepted.

#### **Obligations**

##### ***Advertising:***

No advertising will be placed on the grounds of Busselton Senior High School without prior written approval.

***Caterers:***

B TTC has a right of approval over catering arrangements. The Catering Company needs to outline the use of the Centre in written form (email, fax or letter) and the Centre Manager will then discuss the terms and, under certain circumstances, amend the contract for the Hirer according to the needs of the Caterer.

***Crockery, Cutlery, Glassware, Kitchen items:***

If you wish to use our equipment please fill in the separate hiring sheet which details the cost of each item (if additional cost incur). Any breakage or loss will be deducted from the bond or billed separately if the damage exceeds the amount paid.

***Smoking:***

The Busselton Trade Training Centre is situated on the grounds of Busselton Senior High School and is therefore a strictly no smoking venue.

***Security:***

Certain events may require approved security personnel. The Hirer will take all reasonable steps to ensure the safety of members and their guests using the B TTC during the hire period. The facilities will be fully supervised by the Hirer to ensure order and decent behaviour is maintained. The B TTC retains the right to eject any person from the premises for inappropriate behaviour.

***Damages:***

The Hirer is responsible for the cost of any damage incurred by guests who wilfully or negligently cause such damage. Please report any damage discovered prior to booking to the B TTC Management. This will ensure the Hirer will not be held responsible. Should anything need to be affixed to any of the B TTC property, The Management must be advised prior to the function date. No tape is used on any paintwork.

***Cleaning:***

All areas used must be left in a clean and tidy condition. Floors must be swept and bins must be emptied prior to leaving the property. Should the B TTC require additional cleaning because of the Hirers' use of the facility and failure to clean the property ready to use, the Hirer will be invoiced for these additional costs. (Please see additional sheet)

***Rubbish:***

Disposal of Rubbish remains the responsibility of the Hirer. Rubbish bins will be available for normal waste disposal. Please discuss additional or special waste with the Management prior to commencing the function in order to allow time to organise additional rubbish bins.

***Time:***

Cleaning and set up time by the Hirer must be included in the total venue hire period. The Hirer is required to vacate the B TTC at the expiration of the time specified on the booking form. Failure to do so will result in additional cost to the Hirer.

**Payment**

***Price quoted:***

Rates are in AUD and current until January 2017 unless otherwise stated. Food and Beverage prices may fluctuate in accordance with market prices. The Hirer will be notified of any changes to quoted prices. Actual prices charged should be confirmed by the Hirer immediately prior to the event.

***Payment Method:***

Advanced payments can be made by direct bank deposit or cash. Payment at the end of the function must be made by Credit Card, Cash or direct bank deposit.

***Bond:***

A bond of \$ 500 is required to confirm a one day booking for the facilities. The bond will be refunded once the account has been settled in full. The cost to repair any damage done to the BTTC property before, during or after the function caused by the Hirer or their guests and any outstanding fees will be deducted from the bond. Should the cost to “make good” any damage done exceed the bond paid, the Hirer will be billed accordingly.

***Deposits:***

A 50% deposit of hire charges will be required 1 week before the function. The deposit amount will be deducted from the final balances payable.

***Standard payment arrangements:***

All outstanding payments, including extra cleaning expenses, should be made immediately after the function.

***Special payment arrangements:***

In some circumstances an invoice will be issued on a 14 days payment basis. However, this will require prior approval from the BTTC Manager.

***Debt collection:***

Payment of any cost or legal fees incurred in the collection of outstanding accounts is the responsibility of the Hirer.

## **Bookings**

***Advanced bookings:***

Functions can not be confirmed more than 12 months in advance.

***Tentative bookings:***

Tentative bookings are welcome and the Busselton Trade Training Centre will endeavour to accommodate such requests. A tentative booking made more than 3 months in advance will only be held for 7 days.

***Booking Confirmation:***

To confirm a booking the Hirer is required to

- pay Bond in full
- Sign the Terms and Conditions and Venue Booking Forms.

***Amendments to bookings:***

Any requested changes to the Hirers booking must be submitted in writing (email, fax or letter) for approval.

**Cancellation Policy:**

Any Cancellation must be received in writing and may incur a fee as outlined below:

- Cancellation of the Hirers booking more than 30 days prior to booking No charge
- Cancellation of the Hirers booking more than 21 days prior to the booking 50% of total...
- Cancellation of the Hirers booking less than 21 days prior to the booking 100% of total...  
...venue hire fee or bond, whichever is the lesser amount.

**Hours:**

The Busselton Trade Training Centre (Hospitality) office is open on **Mondays to Fridays** from **9am to 3pm** and facility viewings will be limited to these days unless otherwise organised with the Facility Manager.

**Please complete the following details below and return to the Busselton Trade Training Centre's Facility Manager.**

I understand and agree to the Busselton Trade Training Centre's Terms and Conditions in relation to my function booking.

Organisation: \_\_\_\_\_

Authorised person/name (Hirer): \_\_\_\_\_  
(please print in block letters)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_