



## VENUE HIRE CONDITIONS POLICY

### 1. Access to event space

- We will not permit the event space or part of the space to be used exclusively by any group or individual, in order to facilitate accessibility of the building to all users and tenants
- Bookings can only be made within a 12 month period.
- The hirer may not assign or sub-let the premises or any part thereof.
- We reserve the right to cancel any booking if maintenance or building works are required, or if a breach of conditions has occurred.

### 2. Application for Hire

- Application for hire of spaces must be done in writing using the appropriate application means by a person over the age of 18.
- There is minimum booking period of 2 hours. Bookings may be accepted for other periods by prior arrangement only.

### 3. Booking Deposit

- All applications are subject to an approval process. On receipt of confirmation of the booking, the applicant may be required to forward a booking deposit of 30% of the full hiring charge.
- Balance of fees must be paid on receipt of invoice.

### 4. Cancellation

- In the event of a cancellation by the hirer, a percentage of the full booking charges may be forfeited by the hirer as follows:
  - 24 hours prior to the function – 100% of the fee
  - 72 hours prior to the function – 50% of the fee
  - Any time prior 7days to the function – hirer receives full deposit back

### 5. Function Coordination

- Hire of the event space does not include the management and co-ordination of functions and events. Hirers are responsible for the organisation and co-ordination of all details regarding their functions.
- In the exception that F.R.A.M.E. is required to provide venue management, and functioning co-ordination services, an hourly administration fee will be charged to the hirer.

## **6. Special Event /Parties.**

- Provincial or municipal permits and liquor licences are required and a copy will need to be made to us for record purposes.

## **7. Condition for Use of the Building**

- Consideration will be given to the potential impact that any function or events, held in the building, may have on the safety and security of other tenants and building
- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use.
- The hirer shall, while on the premises, abide by the rule and regulation of the building
- The hirer is responsible for the consequence of any negative behaviour of those in attendance during the hire period.
- We reserve the right to ban and/or have any person/group removed from the premises where that person/group has, or is likely to cause injury/damage to other persons or property.
- Consideration must be shown to the other users of the building when dual usage is arranged.
- All functions are to cease by 4am. Hirers then have 6 hours to pack up and clean their space. All people must have vacated the premises after the use.
- Please note that functions held outside hire venue will require additional fees

## **8. Observation of the Hire Period**

- Observation of the allocated booking times is important to avoid clashes between the various hirers and tenant in the building
- The building premises must be vacated on or before the agreed time.

## **9. Care of Premises**

- The building premises and space must be left in a tidy condition by the hirer prior to vacating the premises.
- The hirer is responsible for any loss or damage to the equipment and facility, which are used by themselves, musicians, and decorators etc who are contracted by the hirer.
- All hired areas are to be left as they are found.
- Any equipment used is to be returned to its correct storage area, unless otherwise advised.
- All garbage is to be collected and placed in the appropriate waste and recycling bins.

## **10. Smoking**

- The building has a non-smoking policy. Smoking is not permitted in the building.
- A designated smoking area is located by the garage of the building

## **11. Licensing**

- Any person(s) not complying with our liquor license regulations will not be permitted to remain in attendance of a function.

The hirer must also ensure that:

- No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor
- No alcohol is to be consumed outside the premises
- Outside food and drinks are permitted as well as the use of chafing dishes and Bunsen burners to keep food warm however no use of hot plates or burners are allowed. The facility does not have a kitchen.
- The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.

## **12. Music and Noise**

- Music and noise are to be restricted to a reasonable level.
- The level of noise emission from any band, orchestra, musical instrument, DJ or activity within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property.

## **13. Decorations**

- All decorations must be approved by us prior to your event. And may only be put up with permission of F.R.A.M.E. and under our agreement.

## **14. Walls/Alterations and Painting**

- We must grant permission for any alteration made to fixtures, walls, ceilings or floors.
- Any graffiti or painting to the wall must be repainted to its original state.

## **15. Damages and Repairs**

- The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking.
- we reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside that which is normally expected following usage of event space.
- The hirer will be responsible for any expenses relating to the replacement of, or damage to art works

## **16. Insurance**

- FRAME is not liable for any loss or damage to person or property suffered or incurred by the hirer.
- The hirer (if an incorporated body) must have a public liability insurance policy noted, endorsing interest in the function.
- The hirer should have their own insurance for any items of value brought into building

## **17. Property**

- we shall not be responsible for any form of loss or damage arising from the hiring of our event space
- We will take all possible care but cannot accept any responsibility for damage to or loss of articles left on the premises.
- We recommends appropriate security and indemnity measures be taken by the hirer or any person in the building at the invitation of the hirer, in respect to any loss particularly in instances where charity/fundraising events are being conducted from the facilities.
- The hirer is not permitted to remove or relocate any property or items in the building not belonging to the hirer,

### **18. Uncollected Goods**

- All items of property owned by the hirer must be removed from building on or before the agreed vacation time, unless special arrangements have been made otherwise.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of management without compensation to the owner or person responsible.

### **19. Storage**

- Storage facilities are not available to hirers.

### **20. Safety**

- No items shall be placed to obstruct or interfere with aisles, entrances, exits, emergency lighting, fire extinguishing equipment and fire alarms in the venue.
- No function or activity may intrude on the safety and security of the tenants the building

### **21. Children**

- Children on the premises are to be supervised at all times by a responsible adult. We will not accept any responsibility for the supervision of minors.

### **22. Animals**

- No pets or animals are allowed on the premises.

### **23. Prohibited Substances/Articles**

- The hirer is not permitted to take into or use the following substances within building and its grounds:
  - Any type of firework or flammable substances
  - Any chemical substance deemed toxic or dangerous.

### **24. Breach of Agreement**

- We reserve the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.

- Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving us the right to sue for the recovery of any amount due and/or to cancel all or any such future